

SQL Payroll User Guide

Contents

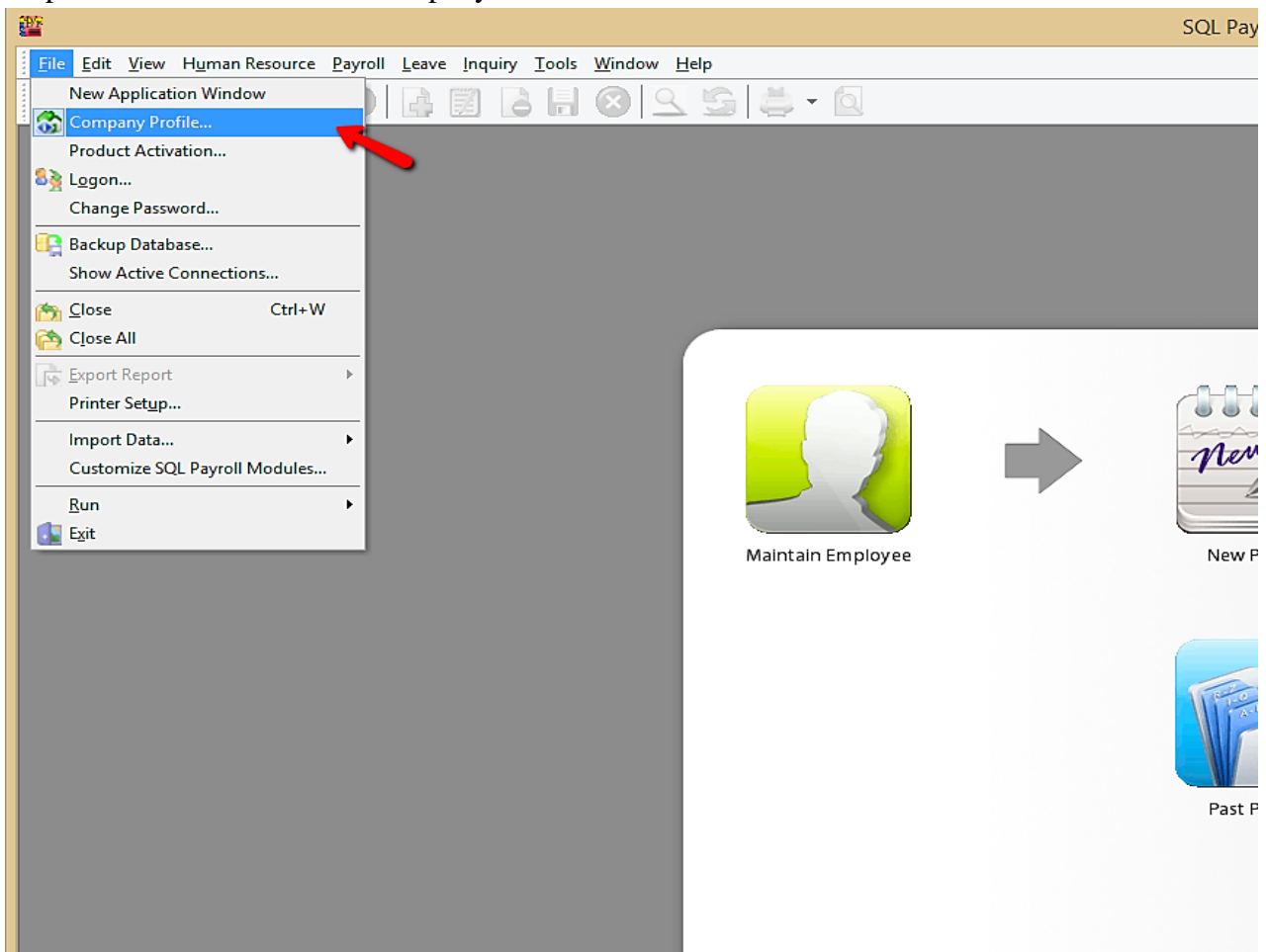
How to Setup Company Profile	4
Maintain Employee	18
Payroll Maintenance.....	27
Maintain Wages.....	28
Maintain Frequency.....	31
Maintain Contribution	36
Maintain Allowance.....	40
Maintain Overtime	45
Maintain Payment Method	51
Process Salary	55
Month End Payroll	56
Open Payroll	57
Open Pending Payroll	59
Payroll Report	62
SQL Payroll Leave.....	63
Maintenance Leave	64
Maintain Leave Type	65
Maintain Leave Group	67
Leave Application	75
Leave Entitlement Processor	79
Leave Reports	81
Settings	82
Leave Brought Forward	83
Where to key in PCB Receipt.....	90
Opening Balance for Employee	93

Increment Letter.....	97
Import from Excel.....	100
SQL View.....	110
SQL Bonus in SQL Payroll.....	114
Customize EA form.....	118
Tax Benefit Info.....	121

How to Setup Company Profile

Maintain Payroll Company Profile

Step 1: Select File and click Company Profile.



Step 2: Click “ **General**” tab and key in your company profile details.

The screenshot shows a software window titled "Company Profile" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with icons for file operations (save, delete, refresh, print, search). The main area contains a form with the following fields:

- Company Name: Estream Software Sdn Bhd
- Company Alias: (empty)
- Reg No.: 611016-M
- Remark: 2015

Below these fields is a tabbed interface with the following tabs: General, EPF, TAX, SOCSO, Zakat, Officer, Dealer. The "General" tab is selected. The form continues with the following fields:

- Attention: Mr. Mohamad
- Address: 32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang, 41150 Klang,
Selangor, Malaysia
- Phone 1: 03-33416909
- Fax: 03-33216909
- Phone 2: (empty)
- Email: estream@sql.com.my
- BizNature: IT Services & Support

A red box highlights the "General" tab and a callout box on the right contains the following text:

Fill in your company details.
*Company alias: another name for your company
*BizNature: business nature (e.g. Food Catering, Forwarding etc)

Step 3: Click “EPF” Tab and key in Employer EPF details.

The screenshot shows a software window titled "Company Profile" with a menu bar containing icons for file operations and a toolbar. The main area is divided into tabs: "General", "EPF", "TAX", "SOCISO", "Zakat", "Officer", and "Dealer". The "EPF" tab is selected and contains the following fields:

Company Name	Estream Software Sdn Bhd
Company Alias	
Reg No.	611016-M
Remark	2015

Below the tabs, the "EPF" section contains the following fields:

EPF Branch	KWSP Shah Alam	Name of EPF office. For reference purpose only.
EPF Employer No.	1234	Key in Employer EPF No & Code. IMPORTANT. Will be captured in EPF Borang A.
EPF Code	901803VOX	
EPF Address	Tingkat 1 hingga 4, Menara PPNS Pusat Dagangan UMNO Shah Alam Lot. 8, Persiaran Damai, Seksyen 11 40000 Shah Alam, Selangor Darul Ehsan.	Details of EPF office. For reference purpose only.
EPF Phone	0355194993	
EPF Fax	0355122927	

The details of the report will be displayed here:

1-1



KUMPULAN WANG SIMPANAN PEKERJA
PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)

KWSP 6

No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A
1234	07/2015	3 6 0 0 00	12341507

Jumlah caruman di atas hendaklah dibayar kepada KWSP/Ejen Kutipan KWSP sebelum/pada 15hb setiap bulan

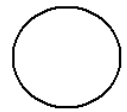
Wang Tunai
 Cek/Kiriman Wang/Wang Pos /Draft Bank*No /EFT /TT.

Nama Majikan : Estream Software Sdn Bhd
 Alamat : 32, 1st Floor, Jalan Tiara 4,
 Bandar Baru Klang, 41150 Klang,
 Selangor, Malaysia

Tarikh DiCetak : 01/06/2015
 Bil Pekerja : 1

Borang
A

Mukasurat: 1/1



Cop Ejen Kutipan

303



B I L	No. AHLI	N K	NO.KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan)	UPAH (RM)	CARUMAN (RM)	
						MAJIKAN (SEN)	PEKERJA (SEN)
Jumlah yang dibawa dari mukasurat terdahulu(jika ada)							
1			881212014321	LEE CHONG WAI	15,000.00	1 9 5 0 00	1 6 5 0 00
						00	00
						00	00
						00	00
						00	00



000001234157 901809VOX

000001234 EPF Employer No

157 Submission Date

901809VOX EPF Code

Step 4: Click “TAX” tab and key in employer tax details.

The screenshot shows a software window titled "Company Profile" with a menu bar containing icons for file operations and a toolbar. Below the toolbar are several tabs: "General", "EPF", "TAX", "SOCSCO", "Zakat", "Officer", and "Dealer". The "TAX" tab is selected and highlighted with a red box. The form contains the following fields:

Company Name	Estream Software Sdn Bhd
Company Alias	
Reg No.	611016-M
Remark	2015

Tax Branch	BPA Selangor	Name of PCB office. For reference purpose only.
Tax Employer No. E	1234567890	Key in Employer's Tax No. E. IMPORTANT. Will be captured in PCB Form (e.g. Income Tax CP39 Form)
Tax Address	Biro Pengaduan Awam, Jabatan Perdana Menteri, Paras 44, Bangunan KOMTAR, 40000 Shah Alam.	Details of PCB office. For reference purpose only.
Tax Phone	0355133777	
Tax Fax	0355106358	

You can view the details of the report here:

Tax Employer No. E

Borang ini boleh difotokopi

KETUA PENGARAH HASIL DALAM NEGERI
LEMBAGA HASIL DALAM NEGERI
 Cawangan Pungutan Kuala Lumpur
 Kaunter Bayaran Dan Tingkat 1, Blok 8A
 Kompleks Bangunan Kerajaan, Jalan Duta
 50600 KUALA LUMPUR



CUKAI PENDAPATAN MALAYSIA
 PENYATA POTONGAN CUKAI OLEH MAJIKAN
 [SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967
 KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]

CP39 Pin. 2012

POTONGAN BAGI BULAN TAHUN

UNTUK KEGUNAAN PEJABAT

No. Kelompok
 No. Resit

BUTIR-BUTIR MAJIKAN		BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN BORANG	
No. Majikan E	<input type="text" value="12345678-90"/>	Jumlah Potongan	PCB RM 66.50	CP 38 RM -	Tandatangan _____
No. Pendaftaran Perniagaan	<input type="text" value="611016-M"/>	Bilangan Pekerja	1	0	Nama Penuh _____
Nama Syarikat/Perniagaan	Estream Software Sdn Bhd	Butir-butir / Cek / Bank / Deraf / Kiriman Wang / Wang Pos	Amaun RM 66.50		No. Pengenalan: _____
Alamat Syarikat/Perniagaan	32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor, Malaysia	Nombor			Jawatan _____
		Cawangan			No. Telefon _____
		Tarikh		25/07/2015	

A BORANG CP 39

- Borang ini mesti diisi dengan lengkap and betul.
- Majikan digalakkan menghantar maklumat potongan melalui e-PCB/e-Data PCB/disket/cakera padat/pemacu flash mengikut format yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
- No. Rujukan Cukai Pendapatan:
 - Isikan nombor cukai pendapatan dalam ruangan yang telah disediakan.
Contoh: SG 2506203-00(0) boleh diisi sebagai SG 02506203000
 - Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor cukai pendapatan, pendaftaran boleh dibuat melalui:
 - majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
 - Borang CP22 atau borang *in lieu of CP39* dikemukakan ke cawangan LHDNM yang berdekatan.
- Nama pekerja:
Isikan nama penuh pekerja seperti di kad pengenalan/pasport. **(Jangan senaraikan pekerja yang**

B PEMBAYARAN

- Bayaran dan Borang CP39 yang telah lengkap diisi mestilah sampai ke Cawangan Pungutan LHDN selewat-lewatnya **pada hari kesepuluh bulan berikutnya.**
Contoh: PCB/CP38 bagi bulan April 2012, tarikh akhirnya ialah 10 Mei 2012.
- Sediakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.
- Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
- Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
- Bayaran untuk Cukai Syatkat, Skim Ansuran (CP 500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
- Untuk bayaran bagi Negeri Sabah sila alamatkan ke: 7. Untuk bayaran bagi Negeri Sarawak sila alamatkan ke Cawangan Pungutan Kota Kinabalu Cawangan Pungutan Kuching

Step 5: Click “SOCSCO” tab and key in employer SOCSCO details.

Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General | EPF | TAX | **SOCSCO** | Zakat | Officer | Dealer

SOCSCO Branch: Selangor SOCSCO Office

SOCSCO Employer No. (New): 123444556677

SOCSCO Employer No.:

SOCSCO Address: Wisma PERKESO,
Lot 141, Seksyen 6, Jalan Selangor,
46990 Petaling Jaya,
Selangor Darul Ehsan.

SOCSCO Phone: 037949888

SOCSCO Fax: 0379567492

Name of SOCSCO office. For reference purpose only.

Key in Employer's SOCSCO No. **IMPORTANT**. Will be displayed in Borang SOCSCO 8A.

Details of SOCSCO office. For reference purpose only.

You can view the details of the report here:

BORANG
8A



PERKESO

PERTUBUHAN KESELAMATAN SOSIAL
JADUAL CARUMAN BULANAN

UNTUK CARUMAN BULAN 07 2015

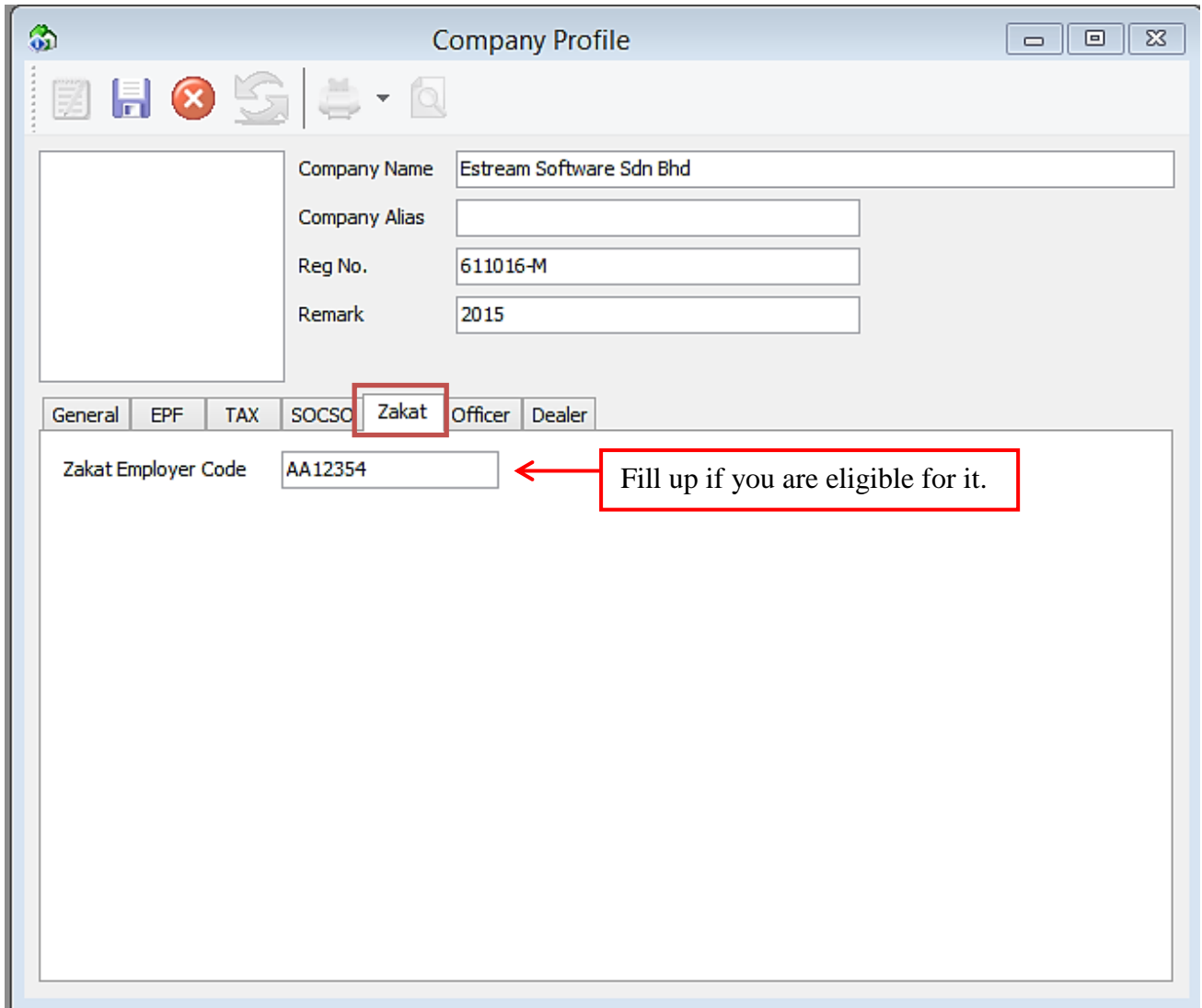
Jumlah caruman untuk bulan di atas hendaklah dibayar tidak lewat daripada 31/08/2015



<input checked="" type="checkbox"/> Bayaran Tunai. <input type="checkbox"/> Bayaran cek. No. cek	Amaun	Bilangan Pekerja	Lembaran
	RM 338.50	7	1
Nama dan Alamat Majikan Estream Software Sdn Bhd 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Selangor, Malaysia	Cap Bank CATATAN (1) NO. PENDAFTARAN KESELAMATAN SOSIAL ADALAH NOMBOR KAD PENGENALAN PENDAFTARAN NEGARA. (2) Tandakan X di ruangan (2) jika pekerja telah berhenti kerja dan masukkan tarikh berhenti kerja di ruangan (3). (3) Isikan tarikh mula kerja untuk pekerja yang tidak tersenarai sahaja di ruangan (3). Pendaftaran pekerja sedemikian hendaklah juga dibuat dalam borang 2. (4) Jika tiada caruman sebab cuti tanpa gaji masukkan angka 00.00 di ruangan (6). (5) Jika ada butir-butir yang didapati tidak betul, jangan buat pindaan di borang ini sila beritahu PERKESO secara bertulis. (6) Sila pastikan tulisan/angka/cap tidak menyentuh mana-mana garisan/kotak/barcode yang disediakan. (7) Format untuk tth. mula/tkh. berhenti kerja adalah hhbbtttt contoh 01072000.		
No. Kod Majikan <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> 1 2 3 4 4 4 5 5 6 6 7 7 </div>	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> SOCISO Employer No. </div>		

NO. KAD PENGENALAN PENDAFTARAN NEGARA Lihat Catatan (1)	(2)	TKH. MULA/TKH. BERHENTI KERJA hhbbtttt (3)	KEGUNAAN PERKESO (4)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (5)	CARUMAN (6)	
					RM	SEN
881212014321				LEE CHONG WAI	6	6 - 4 0
920831105000				NICOLE	6	6 - 4 0

Step 6: Click “Zakat” tab and key in employer zakat details.



The screenshot shows a software window titled "Company Profile" with a standard Windows-style title bar and toolbar. The main content area is divided into several sections. At the top, there are four input fields: "Company Name" (filled with "Estream Software Sdn Bhd"), "Company Alias" (empty), "Reg No." (filled with "611016-M"), and "Remark" (filled with "2015"). Below these fields is a horizontal tabbed menu with options: "General", "EPF", "TAX", "SOCSO", "Zakat", "Officer", and "Dealer". The "Zakat" tab is currently selected and highlighted with a red box. Underneath the tabs, there is a large white area containing a single input field labeled "Zakat Employer Code" with the value "AA12354". A red arrow points from a red-bordered text box containing the instruction "Fill up if you are eligible for it." to the "Zakat Employer Code" input field.

Company Name	Estream Software Sdn Bhd
Company Alias	
Reg No.	611016-M
Remark	2015

General EPF TAX SOCSO **Zakat** Officer Dealer

Zakat Employer Code	AA12354
---------------------	---------

Fill up if you are eligible for it.

Step 7: Click “**Officer**” tab and key in the officer’s details.

Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General EPF TAX SOCSO Zakat **Officer** Dealer

Officer Name: Tan Ah Huat

Officer IC: 701017108713

Officer Job Title: Human Resources Manager

Officer Phone: 016-6478321

Officer Email: HR@estream.com.my

Key in the details of the person who handles your company’s payroll.
** Will appear in EA form.

(C.P. 8A - P/in. 2010)

No. Siri

No. Majikan E 1234567890

MALAYSIA

CUKAI PENDAPATAN

PENYATA SARAAAN DARI PADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2015

Penyata Gaji Pekerja SWASTA **EA**

No. Cukai Pendapatan Pekerja

Cawangan LHDNM

**BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA
BAGI TUJUAN CUKAI PENDAPATANNYA**

A BUTIRAN PEKERJA

- 1. Nama penuh Pekerja/Pesara (En/ Cik/Puan) WONG CHUN HAN
- 2. Jawatan _____ 3. No. Kakitangan/ No. Gaji 004
- 4. No. K.P. Baru 820621083003 5. No. Pasport _____
- 6. No. K.W.S.P _____
- 7. Jika bekerja tidak genap setahun, nyatakan:
 - (a). Tarikh mula bekerja 01/02/2010
 - (b). Tarikh berhenti kerja _____

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN Tidak Termasuk Elaun/Perkuisiti/ Pemberian/Manfaat Yang Dikecualikan Cukai

RM

- 1. Gaji Kasar, upah atau gaji cuti (termasuk gaji lebih masa) 3,200.00
- Fl (termasuk fl pengarah), komisen atau bonus _____
- Tip kasar, perkuisiti penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran _____) 730.00
- Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja _____
- 2. Nilai Manfaat atau kemudahan berupa barangan:
 - (a) Kereta (Tarikh sebenar diperuntukan _____) (I) Nilai Kereta dan petrol _____
 - (Jenis _____ Tahun _____) Model _____ (II) Nilai Pemandu _____
 - (b) Elektrik, air, telefon dan kemudahan lain _____
 - (c) Nilai manfaat rumahtangga: (* Potong yang tidak berkenaan)
 - (I) Separuh lengkap dengan perabot/penyaman udara "langsir"/permaidani, atau _____
 - (II) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau _____
 - (III) Butiran berasingan: Perabot dan kelengkapan _____
 - Perkakas Dapur _____
 - Hiburan dan Rekreasi _____
 - (d) Pembantu rumah dan tukang kebun _____
 - (e) Manfaat Tambang Percutian _____
 - (f) Lain-lain (misalnya makanan dan pakaian) _____
- 3. Nilai tempat kediaman (Alamat _____)
- 4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan _____
- 5. Pampasan kerana kehilangan pekerjaan _____

C PENCEN DAN LAIN-LAIN

- 1. Pencen _____
- 2. Anuiti atau Bayaran berkala yang lain _____
- JUMLAH** 3,930.00

D JUMLAH POTONGAN

- 1. Potongan Cukai Berjadual (PCB) Tahun Semasa yang dibayar kepada LHDNM _____
- 2. Arahan Potongan CP 38 _____
- 3. Potongan Zakat yang dibayar kepada pihak berkuasa pemungut zakat _____

E CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN

Nama Kumpulan Wang KWSP

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 434.00

F BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Bagi Tahun	Jenis Pendapatan	Jumlah bayaran (RM)	Caruman KWSP (RM)	Potongan Cukai Berjadual (PCB) (RM)
_____	_____	_____	_____	_____

G JUMLAH ELAUN / PERKUISITI / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI RM 0.00

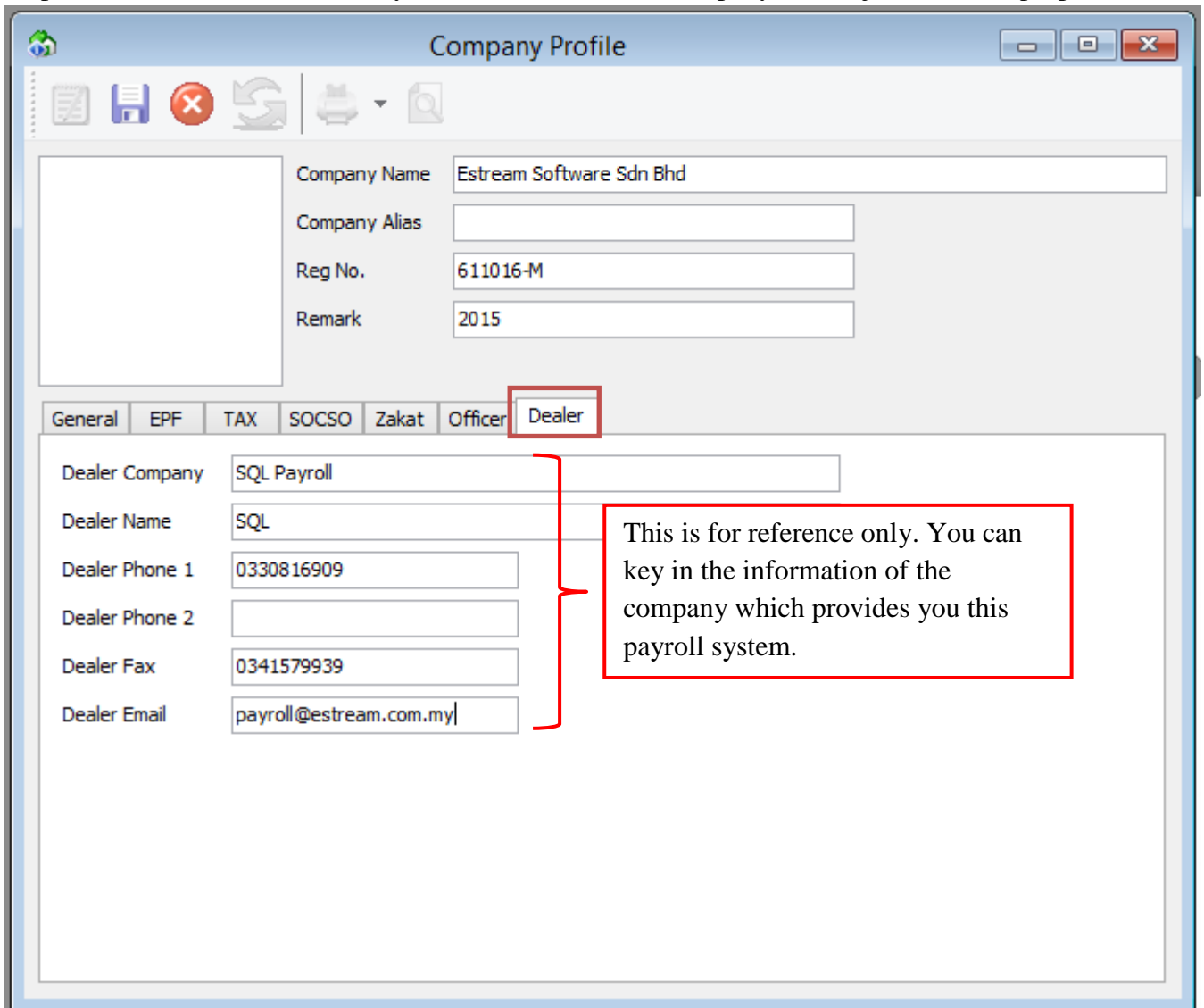
Nama Pegawai	<u>Tan Ah Hui</u>
Jawatan	<u>Human Resources Manager</u>
Nama dan Alamat Majikan	<u>Estream Software Sdn Bhd</u> <u>32, 1st Floor, Jalan Teras 4, Bandar Baru Klang, 41150 Klang,</u> <u>Selangor, Malaysia</u>

Tarikh 25/07/2015



G	JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI	RM	0.00										
<table border="1"> <tr> <td>Nama Pegawai</td> <td>Tan Ah Huat</td> </tr> <tr> <td>Jawatan</td> <td>Human Resources Manager</td> </tr> <tr> <td>Nama dan Alamat Majikan</td> <td>Estream Software Sdn Bhd</td> </tr> <tr> <td></td> <td>32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang,</td> </tr> <tr> <td></td> <td>Selangor, Malaysia</td> </tr> </table>				Nama Pegawai	Tan Ah Huat	Jawatan	Human Resources Manager	Nama dan Alamat Majikan	Estream Software Sdn Bhd		32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang,		Selangor, Malaysia
Nama Pegawai	Tan Ah Huat												
Jawatan	Human Resources Manager												
Nama dan Alamat Majikan	Estream Software Sdn Bhd												
	32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang,												
	Selangor, Malaysia												
Tarikh	25/07/2015												

Step 8: Click “**Dealer**” tab and key in additional info like company dealer, just a remark purpose.



Company Profile

Company Name: Estream Software Sdn Bhd

Company Alias:

Reg No.: 611016-M

Remark: 2015

General | EPF | TAX | SOCSO | Zakat | Officer | **Dealer**

Dealer Company: SQL Payroll

Dealer Name: SQL

Dealer Phone 1: 0330816909

Dealer Phone 2:

Dealer Fax: 0341579939

Dealer Email: payroll@estream.com.my

This is for reference only. You can key in the information of the company which provides you this payroll system.

SQL Payroll consists of the following

Modules:

1) Human Resource

2) Payroll

3) Leave

- 1) Maintain Employee**
 - Define the employees personal details e.g. Biodata and Salary etc.
- 2) Maintain Branch**
 - Define the branch name, e.g. HQ, Branch A, B, C, etc.
- 3) Maintain Department**
 - Define the department, e.g. Accounts, Sales, Production, etc.
- 4) Maintain Group**
 - Define the group level, e.g. Director, Manager, Executive, Clerk, etc.
- 5) Maintain Category**
 - Define the category, e.g. Local, Expatriate (移居国外)etc.
- 6) Maintain Project**
 - Define the project.
- 7) Maintain Job**
 - Define the job, e.g. who will be incharged, e.g. Accounts Receivable.
- 8) Maintain Task**
 - Define the task, e.g. Collection & Billing.
- 9) Maintain Race**
 - Define the race, e.g. Malay, Chinese, Indian, etc.
- 10) Maintain Country**
 - Define the country code, e.g. MY – Malaysia, SG – Singapore, etc.

Maintain Employee

Is for creating a new employee record.

Step 1: Select Human Resource and click Maintain Employee.

The image shows two parts of the software interface. On the left, a menu is open under 'Human Resource', with 'Maintain Employee...' selected. A red arrow points to the 'Human Resource' menu, and another red arrow points to 'Maintain Employee...'. A red box contains the text 'Step 1.1: Click Human'. Another red box contains 'Step 1.2: Click maintain'. In the center, the word 'OR' is displayed. On the right, a button labeled 'Maintain Employee' is shown with a red arrow pointing to it. A red box below the button contains the text 'OR click here'.

Step 2: Click new to create new employee

The image shows a screenshot of the 'Employee' table. The table has columns for 'Code', 'Name', and 'Active'. The data rows are:

Code	Name	Active
00001	ALI	<input checked="" type="checkbox"/>
00002	CHONG	<input checked="" type="checkbox"/>
00003	LEENA	<input checked="" type="checkbox"/>

On the right side of the table, there are buttons for 'New', 'Edit', and 'Delete'. A red arrow points to the 'New' button. A red box contains the text 'Click new to create new employee'.

Step 3: Key in the employee's personal details

Employee

3.(a) Code: 00001 3.(b) Job Title: DIRECTOR 3.(c) Active

3.(d) Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

3.(e) Gender: Male

3.(f) D.O.B: 25/03/1987

3.(g) Address: 5, JALAN BESTI 123/79D
KELANTAN
11600 JELUTONG
PULAU PINANG

3.(h) Phone: 03-1234 1234 3.(i) Mobile: 0123456789

3.(j) Email: ali@gmail.com

3.(k) New IC: 870325-07-1111 3.(m) Change Password

3.(l) Old IC:

3.(n) Passport:

3.(o) Immigration No:

New Edit Delete Save Cancel More Preview Refresh Browse

Symbol	Description
3.(a)	A unique code for the employee, it also act as a username for the employee to login.
3.(b)	The employee's designation (e.g. chairman, secretary, auditor)
3.(c)	To untick when an employee resigns. (if resign date is not set in payroll details.)
3.(d)	The name of the employee.
3.(e)	The gender/sex of the employee.
3.(f)	The date of birth of the employee (recommended to set so that can the age can be automatically captured)
3.(g)	The residential address of the employee.
3.(h)	The house telephone number of the employee.
3.(i)	The mobile number of the employee.
3.(j)	The email of the employee.
3.(k)	The Identification Card number of the employee.
3.(l)	The OLD Identification Card number of the employee. (only applicable if you have)
3.(m)	The password for the employee to login to his account. (need to set/change once in order to use)
3.(n)	The passport number of the employee (normally applicable to foreign worker)
3.(o)	The immigration number of the employee.

Step 4: Key in the employee's grouping details

Symbol	Description
4.(a)	Key in the branch/department/category of the employee in the company. (if the company doesn't have too many groupings, just remain everything as default "----")
4.(b)	Select the type of calendar for the employee.
4.(c)	Select the leave group for the employee. (please visit Maintain Leave guide for more info)

Step 4.1: Create new Branch/HR Group/Department/Category/Country/Race

Step 4.1.1: Click the drop down arrow

Step 4.1.2: Click the new

Step 4.1.3: Key in code... Key in description... Save

Step 4.1.4: Click save

Step 5: Key in the employee's family details

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping **Family** Payroll Info. Allowance Deduction Note History Child Attachments

Spouse Name: SITI

Spouse Address:

Spouse Phone: 03-1111 1111 Spouse Mobile: 0129876543

Tax Branch:

Tax No: 123123123

Spouse IC No: 880325-10-9998

Step 6: Key in the employee's payroll information

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family **Payroll Info.** Allowance Deduction Note History Child Attachments

6.(a) Wages Type: SENIOR

6.(b) Wages: 5,000.00

6.(c) Contribution: ---

6.(d) Frequency: HALF

6.(e) Payment Method: CHEQUE

6.(f) Bank: CIMB Bank Berhad

6.(g) Bank Account No: 0123456789

6.(h) Self Disabled Resident

6.(i) EPF No : 12345678

6.(j) NK: 5

6.(k) Initial:

6.(i) SOCSO No: 870325-07-1111

6.(ii) SOCSO Type: 1 First Category

6.(iii) Tax Branch:

6.(iv) Tax No: 99999999

6.(v) Marital Status: Married

6.(vi) Spouse Working Spouse Disabled

6.(vii) Tax Category: C3.KA1

6.(viii) Override Tax Category

6.(ix) EA Serial No: 0123456789

6.(x) Join Date: 13/06/2015

6.(xi) Confirm Date: 01/07/2015

6.(xii) Resign Date:

Symbol	Description
6.(a)	Type of income/wages. (Please visit Maintain Wages guide for more details)
6.(b)	Monthly basic income/wages amount.
6.(c)	Type of contribution. (Please view Maintain Contribution guide for more details)
6.(d)	Frequency of salary payment (Please view Payroll Frequency Setting guide for more details)
6.(e)	Type of payment method. (eg: cash, cheque, bank transfer)
6.(f)	Employee's Bank
6.(g)	Employee's Bank Account number
6.(h)	Employee's details (these will affect the taxable amount, tax relief and tax related issues)
6.(i)	Employees Provident Fund (EPF) number
6.(j)	A number that will appear in KWSP Borang A form (normally old members will have this)
6.(k)	For a remark purpose only

Symbol	Description
6.(i)	Employee's SOCSO number.
6.(ii)	Employee's SOCSO Type (most people fall into the First Category) -Second Category is usually for employees above 55 years old employee. However, if the employee D.O.B is keyed in, you do not need to change manually because the system will automatically set for you)
6.(iii)	Employee's Tax Branch.
6.(iv)	Employee's Tax Number.
6.(v)	Employee's relationship status. (will affect tax category)
6.(vi)	Employee's wife details. (these will affect the taxable amount, tax relief and tax related issues.)
6.(vii)	Employee's Tax Category. (system will auto generate according to the details keyed in)
6.(viii)	If untick, user can manually change the tax category. (not recommended) {yellow means is user manually settings.}
6.(ix)	Employee's EA number
6.(x)	The date the employee joins the company. (usually use this when there is a probation/training period before one joins the company)
6.(xi)	The date when the employee officially joins the company.
6.(xii)	The date when the employee officially resigns/leaves the company.

Step 7: Key in the employee's monthly fix allowances/deductions

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info **Allowance** Deduction Note History Child Attachments

+	-	Allowance	DESCRIPTION	RATE	EPF	SOCSO	PCB	PA	OT	EA	HRDF	Tax Code
		HOUSE	HOUSE	1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		PETROL	PETROL	200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Petrol (Duties)
		PHONE	PHONE	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Phone

Click here to add

Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

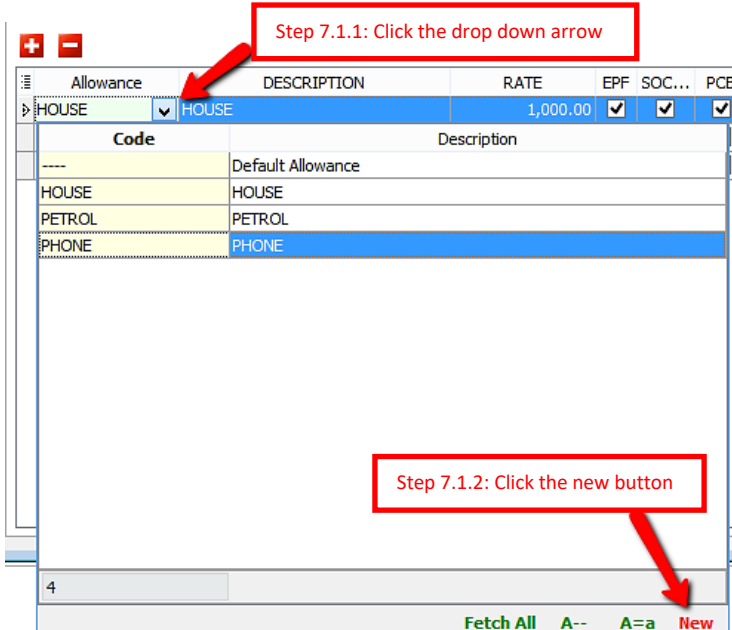
Personal Grouping Family Payroll Info Allowance **Deduction** Note History Child Attachments

+	-	Deduction	DESCRIPTION	RATE	EPF	SOCSO	PCB	PA	OT	EA	HRDF	Zakat
		PARKING	MONTHLY PARKING FEE	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		NEWSPAPER	MONTHLY NEWSPAPER SUBSCRIPTION	30.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click here to add

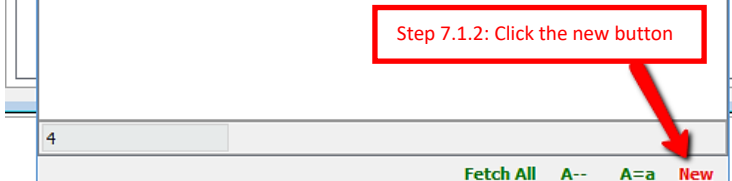
Step 7.1: How to create a new allowance/deduction

Step 7.1.1: Click the drop down arrow

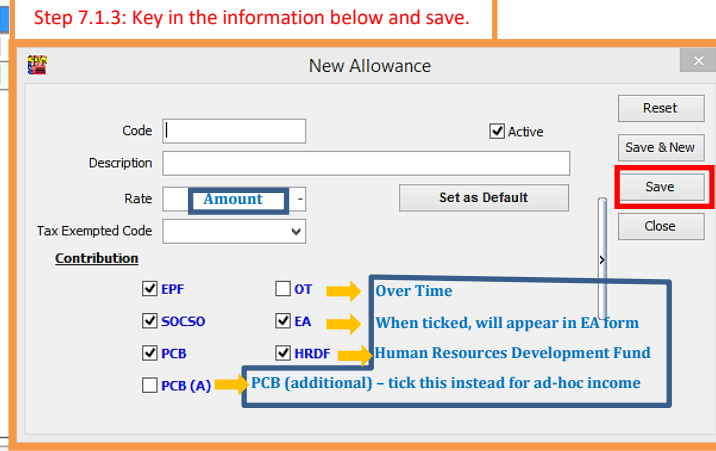


Allowance	DESCRIPTION	RATE	EPF	SOC...	PCB
HOUSE	HOUSE	1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Code		Description			
---	Default Allowance				
HOUSE	HOUSE				
PETROL	PETROL				
PHONE	PHONE				

Step 7.1.2: Click the new button



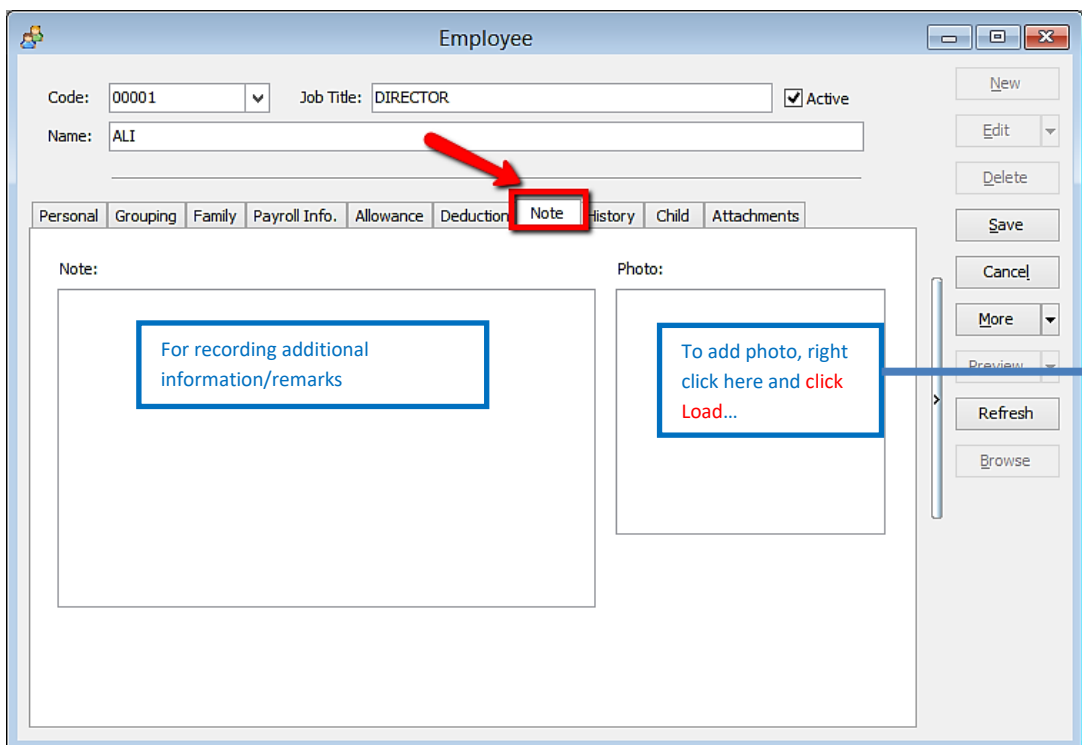
Step 7.1.3: Key in the information below and save.



Contribution

- EPF
- SOCSO
- PCB
- PCB (A) → PCB (additional) – tick this instead for ad-hoc income
- OT → Over Time
- EA → When ticked, will appear in EA form
- HRDF → Human Resources Development Fund

Step 8: Add notes/remark and photo for the employee

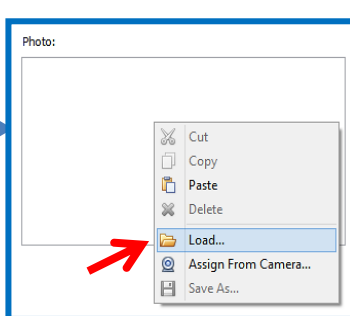


Note:

For recording additional information/remarks

Photo:

To add photo, right click here and click Load...



- Cut
- Copy
- Paste
- Delete
- Load...
- Assign From Camera...
- Save As...

Step 9: Historical report of the employee

Employee

Code: 00001 Job Title: DIRECTOR Active

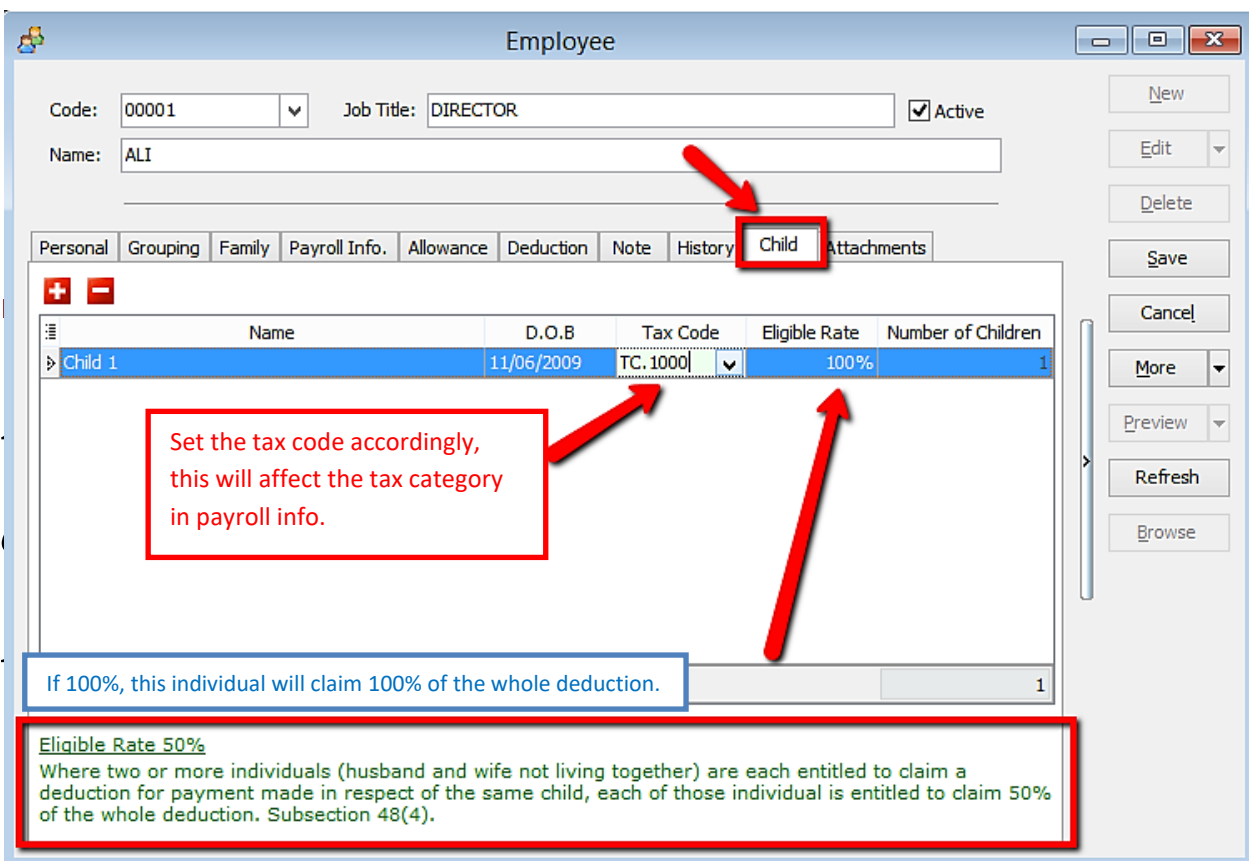
Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note **History** Child Attachments

Post Date	Type	Description
13/06/2015	----	Entitled to PARKING with rate 50.00
13/06/2015	----	Entitled to NEWSPAPER with rate 30.00
13/06/2015	----	Entitled to HOUSE with rate 1,000.00
13/06/2015	----	Entitled to PETROL with rate 200.00
13/06/2015	----	Entitled to PHONE with rate 100.00
13/06/2015	----	Revise Wages from - to 5,000.00
13/06/2015	----	Revise WagesType from ---- to SENIOR
13/06/2015	----	Revise MaritalStatus from S to M

Any changes made to the employee will/can be recorded here

Step 10: Add the employee's children information (will affect tax category)



Employee

Code: 00001 Job Title: DIRECTOR Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note History **Child** Attachments

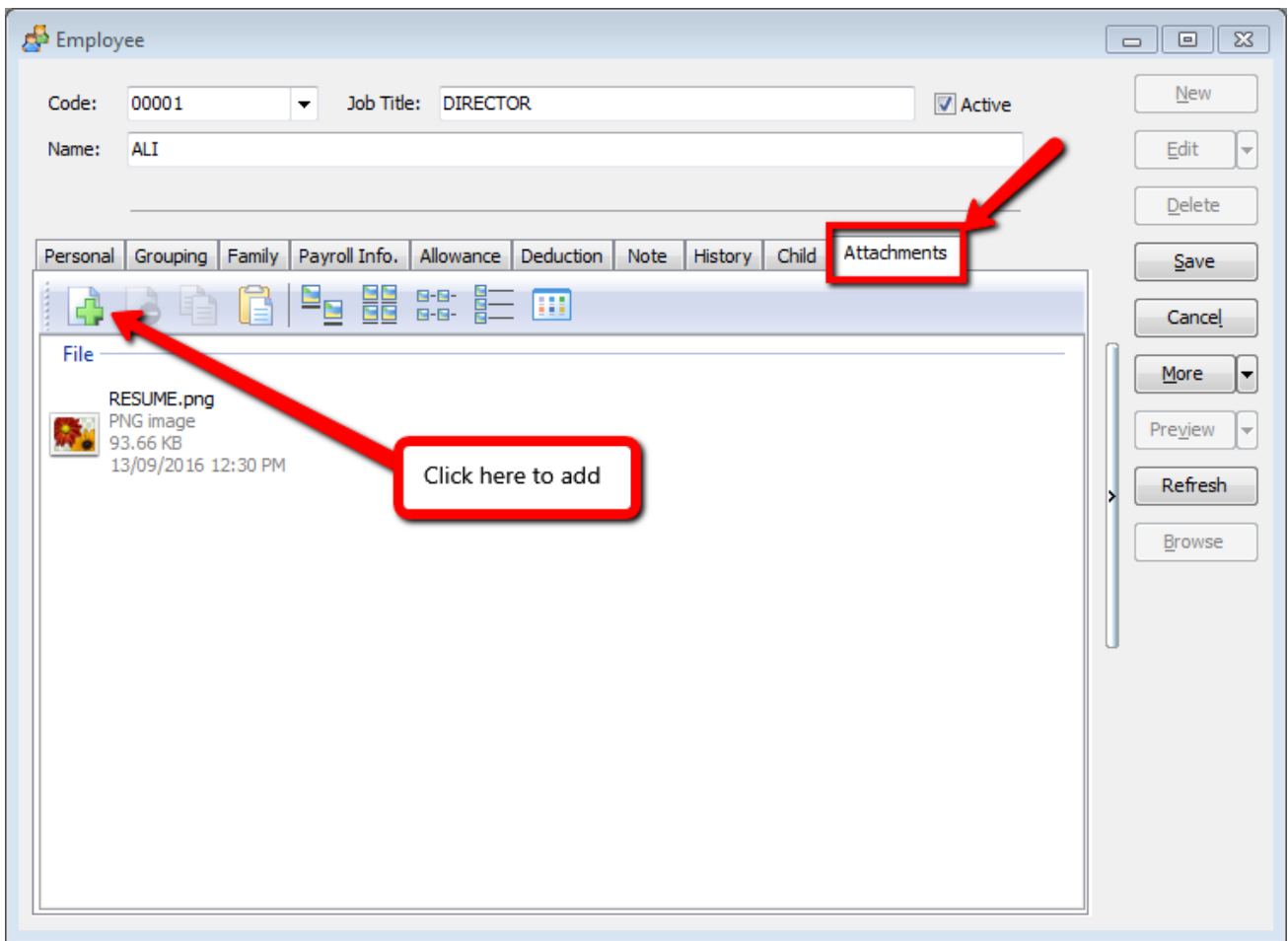
Name	D.O.B	Tax Code	Eligible Rate	Number of Children
Child 1	11/06/2009	TC.1000	100%	1

Set the tax code accordingly, this will affect the tax category in payroll info.

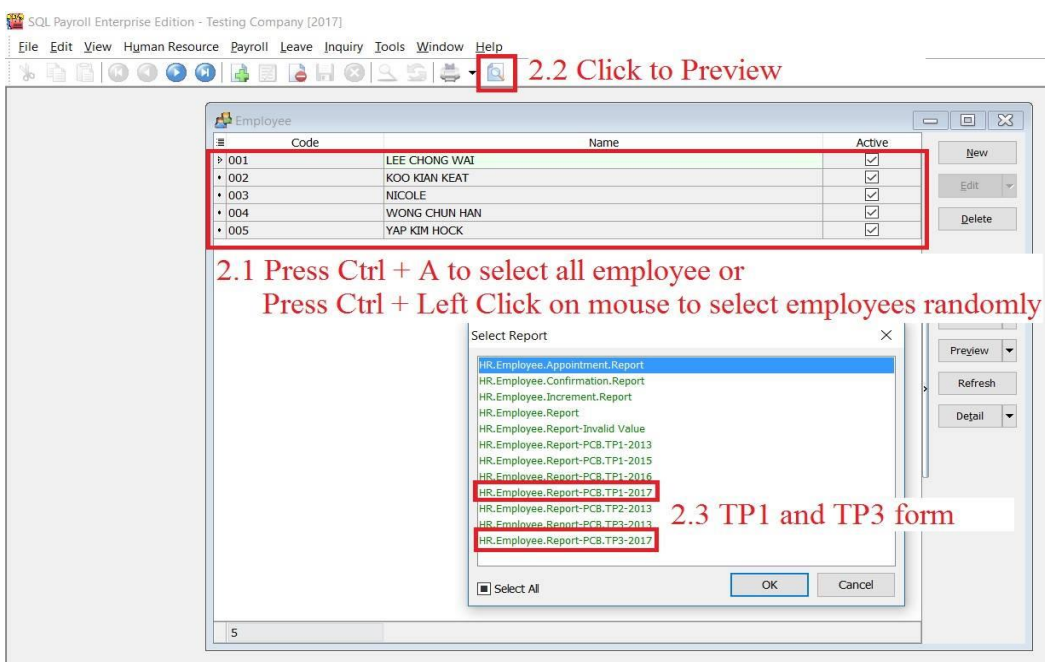
If 100%, this individual will claim 100% of the whole deduction.

Eligible Rate 50%
Where two or more individuals (husband and wife not living together) are each entitled to claim a deduction for payment made in respect of the same child, each of those individual is entitled to claim 50% of the whole deduction. Subsection 48(4).

Step 11: Add any attachment that is related to the employee.
 (e.g. resume, curriculum vitae, contract agreement, receipt claims etc)



SQL Payroll latest version 125 and above:
[ADD new government report: TP-1 and TP3](#)



Payroll Maintenance:

Maintenance

Process Salary

Reports

Payroll Maintenance

1) Maintain Wages

- Enable to set different contributions on Wages, e.g. EPF, SOCSO, PCB, OT, EA and HRDF.

2) Maintain Frequency

- Enable to set different frequency, e.g. weekly, half monthly.

3) Maintain Contribution

- Enable to set different contributions for Bonus, Director's Fee, Paid Leave and Unpaid Leave.

- Maintain the Employee's & Employer's EPF Rate.

- Maintain the working hour and day per month.

- Maintain the Overtime Calculation base on Maintain Employee Settings. It will calculate the OT based on Wages amount in Maintain Employee.

4) Maintain Allowance

- Define the allowance type, rate and contribution.

5) Maintain Deduction

- Define the deduction type, rate and contribution.

6) Maintain Overtime

- Define the overtime type, rate, unit type, and contribution.

7) Maintain Claims

- Define the claims type and amount.

8) Maintain Commission

- Define the commission type, rate and contribution.

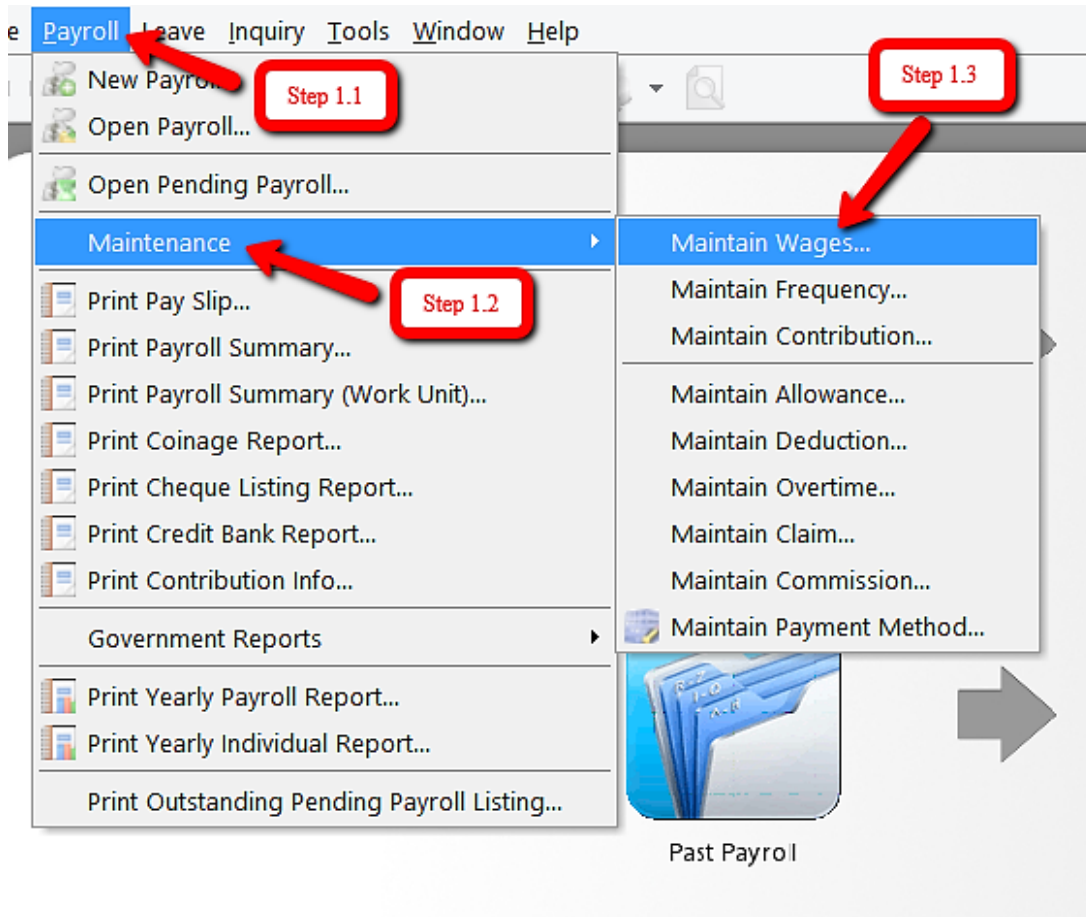
9) Maintain Payment Method

- Define the bank information.

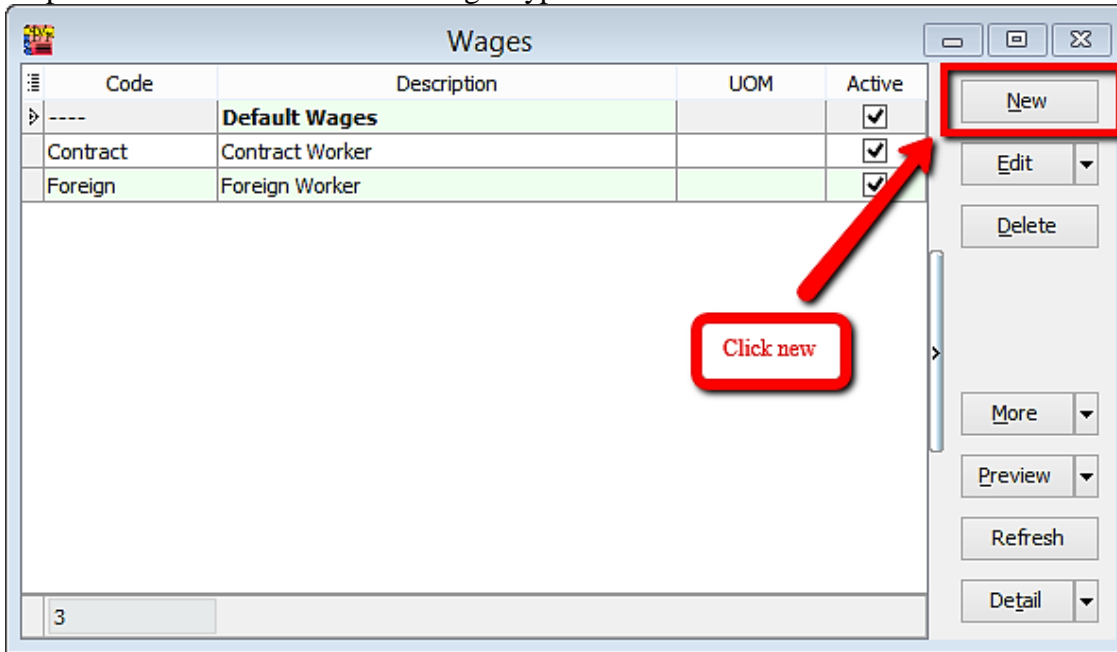
Maintain Wages

- Setting up Maintain Wages helps you to categorize the type of wages an employee received.
- This would affect the types of contribution that they need to provide (EPF/SOCSO/PCB & etc)
- This is useful if you have different types of workers such as permanent worker, contract worker, foreign worker, etc

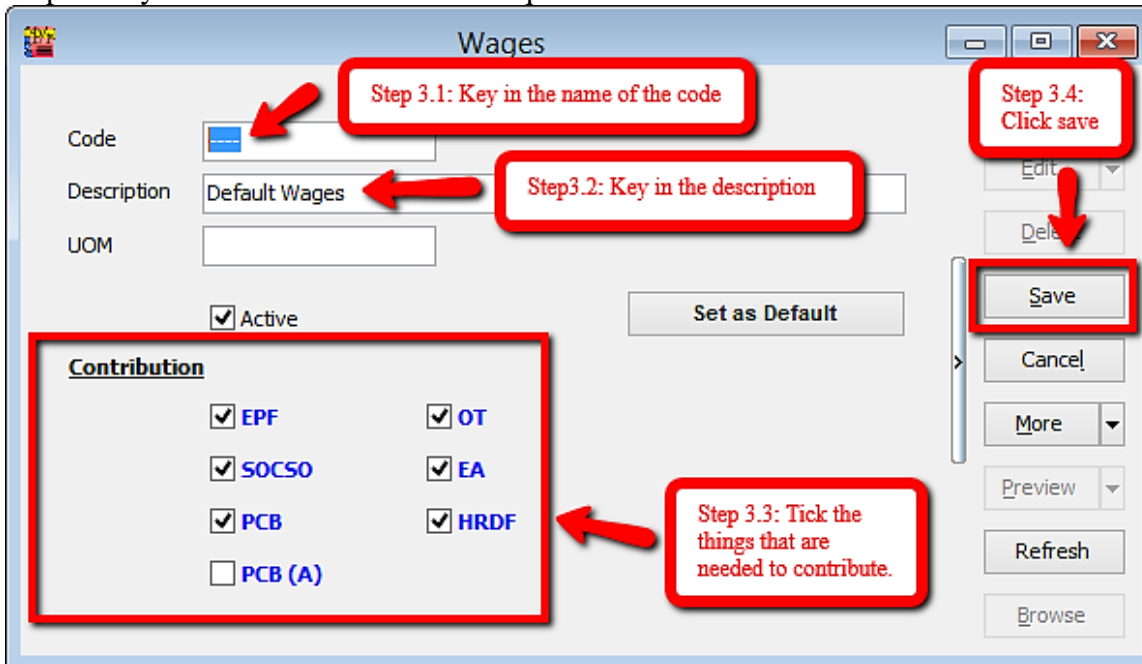
Step 1: Select Payroll, click Maintenance and Maintain Wages.



Step 2: Click New to create new wages type



Step 3: Key in the details and tick the required contribution.



Terms	Explanation
Code	A unique name for the system to recognise the type of wages
Description	The details of the wages type
UOM	For remark purpose only
Active	Allow this wages type to be selected in: Maintain employee >Payroll Info.
Set as Default	Auto-select this wages type every time in: Maintain employee > Payroll Info.
EPF	Monthly wages will contribute to the Employees Provident Fund (EPF)
SOCSCO	Contribution to Social Security Organization (SOCSCO)
PCB	Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly payments (e.g. wages, allowance, overtime, paid leave)
PCB(A)	Same as PCB but used for ad-hoc payments (e.g. bonus, director's fees, commission)
OT	Allows other than wages amount to contribute to Over Time (OT) e.g. Wage RM1000, Allowance RM500 Without tick, OT will based on Wage RM1000 only to calculate the amount With tick, OT will based on Wage RM1000 + Allowance RM500 and calculate the amount
EA	Tick this means that the employee that is selected with this wages type will have his/her payroll details appear in the EA Form.
HRDF	Human Resources Development Fund (HRDF), Key in the amount if you contribute to the fund. *will appear in the contribution report

Types of wages that are commonly used by our users

Local Permanent workers

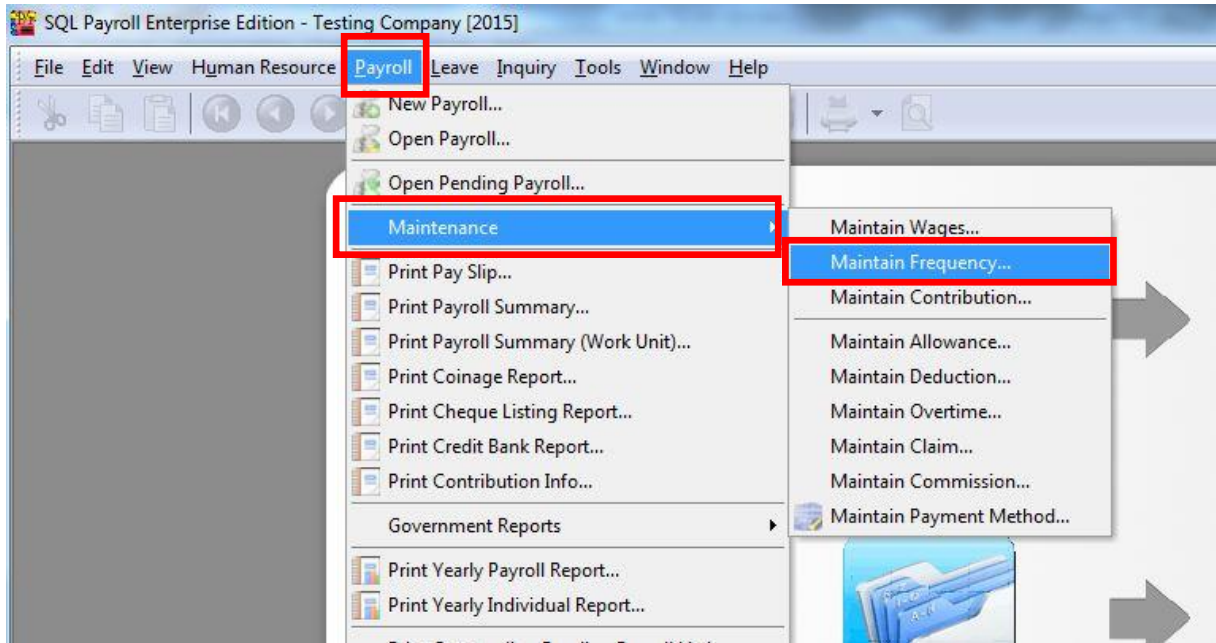
Foreign workers

The image displays two side-by-side screenshots of a 'Wages' configuration window. Both windows have a 'Code' field, a 'Description' field, and a 'UOM' field. The left window is for 'Local permanent workers' and has 'Code' set to '---' and 'Description' set to 'Default Wages'. The right window is for 'Foreign workers' and has 'Code' set to 'Foreign' and 'Description' set to 'Foreign Worker'. Both windows have the 'Active' checkbox checked. The 'Contribution' section in both windows contains checkboxes for EPF, SOCSO, PCB, PCB (A), OT, EA, and HRDF. In the left window, all these checkboxes are checked. In the right window, only the 'OT' checkbox is checked, while all others are unchecked. Red boxes and arrows highlight these contribution settings, with text boxes explaining the typical configurations for each worker type.

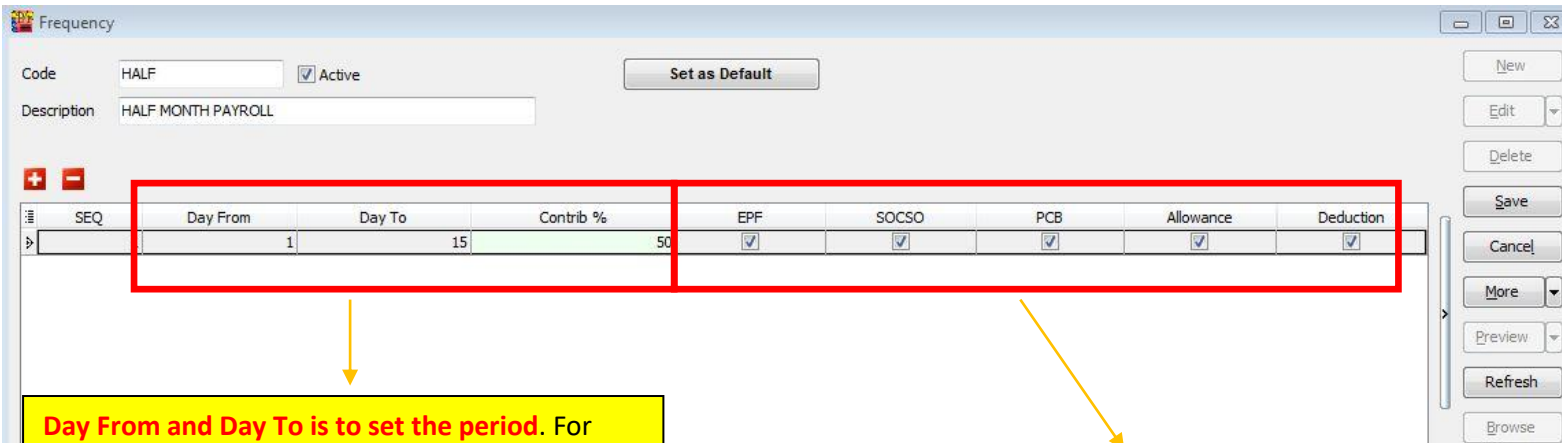
Maintain Frequency

- When you need to pay salary **more than one time in a Month** (e.g. partial salary that is paid in the same month)

Step 1: Select Payroll, click Maintenance and then click Maintain Frequency.



Step 2: Click New to preset your contribution, if your contribution is based on half month payroll then you may refer to the picture below:



Day From and Day To is to set the period. For example you want a first half payroll, you set 1st to 15th. **Then for Contrib %, means how much contribution of payroll info will be calculated for this period.** Eg, the above image states 50%, thus it will calculate the contribution of payroll info at 50%.

If the **first half month payroll to calculate the EPF, SOCSO, PCB** then you have to **tick** the option but if you want the **calculation all combine into month end** then you have to **un-tick**. **Allowance & Deduction is for fixed allowance and deduction, you have been pre-set at maintain employee.**

Step 3: After setting the maintain frequency you have to assign the employee who falls under this frequency setting. Click Maintain Employee then select the employee you need to edit. Click Payroll Info and select Frequency accordingly.

The screenshot shows the 'Employee' form with the 'Payroll Info.' tab selected. The 'Frequency' dropdown menu is highlighted with a red circle and set to 'HALF'. Other fields include Wages (2,800.00), SOCSO Type (First Category), Marital Status (Single), and Tax Category (C1).

-Find out whether this employee has the fixed allowance.

^ The above Employee (Nicole) has a Fixed Allowance of **RM230**.

Allowance	DESCRIPTION	RATE	E...	SO...	PCB	PA	OT	EA	H...	Tax Code
H01	Handphone	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M01	Meal	80.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Step 4: When the Fixed Allowance settings are done, you need to select Payroll, click New Payroll and then click frequency.

Next, Go to Payroll → New payroll → Frequency

Frequency Payroll Process

- To process the Mth month payroll -

Transaction Posting

Year: 2015 Month: 6

Process Frequency

Frequency: HALF 1

Seq	Day From	Day To	Contrib (%)
<input checked="" type="checkbox"/> 1	1	15	50

3

Payroll Transaction

UTD Contrib %: 50 Process Date: 15/06/2015

Process From: 01/06/2015 To: 15/06/2015

Description

Description 1: HALF MONTH PAYROLL (06.20)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
003	NICOLE

2

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

4 Process

1.1 ~ Select the Frequency that you have set in Maintain Frequency (e.g. Half).

1.2 ~ The Employee/s that you have set as the Frequency type in Maintain Employee will show in this column

1.3 ~ Tick the Sequence that you want to process.

1.4 ~ Click PROCESS.

The process can be displayed in the HALF MONTH FREQUENCY PAYROLL as below.

Wages: 1,400.00 Allowance: 115.00

NICOLE
HALF MONTH PAYROLL (06.2015)

EPF: 168.00 Employer EPF: 198.00
SOCSO: 7.75 Employer SOCSO: 27.15

Gross Pay: 1,515.00 Gross Deduct: 175.75 Gross Net Pay: 1,339.25 (Adjustme)
Net Pay: 1,339.25

** Contribution 50% - [Basic Wages (2800) x 0.5 = 1400]
[Allowance (230) x 0.5 = 115] with EPF & SOCSO

1
Process Missing Employee

Step 5: When its time for month end process, select Payroll click New Payroll and then click Final Month End and process.

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting
Year: 2015 Month: 6

Payroll Transaction
Process Date: 30/06/2015
Process From: 01/06/2015 To 30/06/2015 ...

Description
Description 1: Month End (06.2015)
Description 2:
Ref 1:
Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Process

The process will be displayed in the **MONTH END** as below.

Month End (06.2015) [Period: 06 / 2015]

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 1,400.00
 Allowance: 115.00

Lgan: -
 Deduction: -

NICOLE
Month End (06.2015)

Overtime: - EPF: 167.00 Employer EPF: 198.00
 Commission: - SOCSO: 7.00 Employer SOCSO: 24.50
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB - C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 1,515.00 Gross Deduct: 174.00 Gross Net Pay: 1,341.00 (Adjustme)
Net Pay: 1,341.00

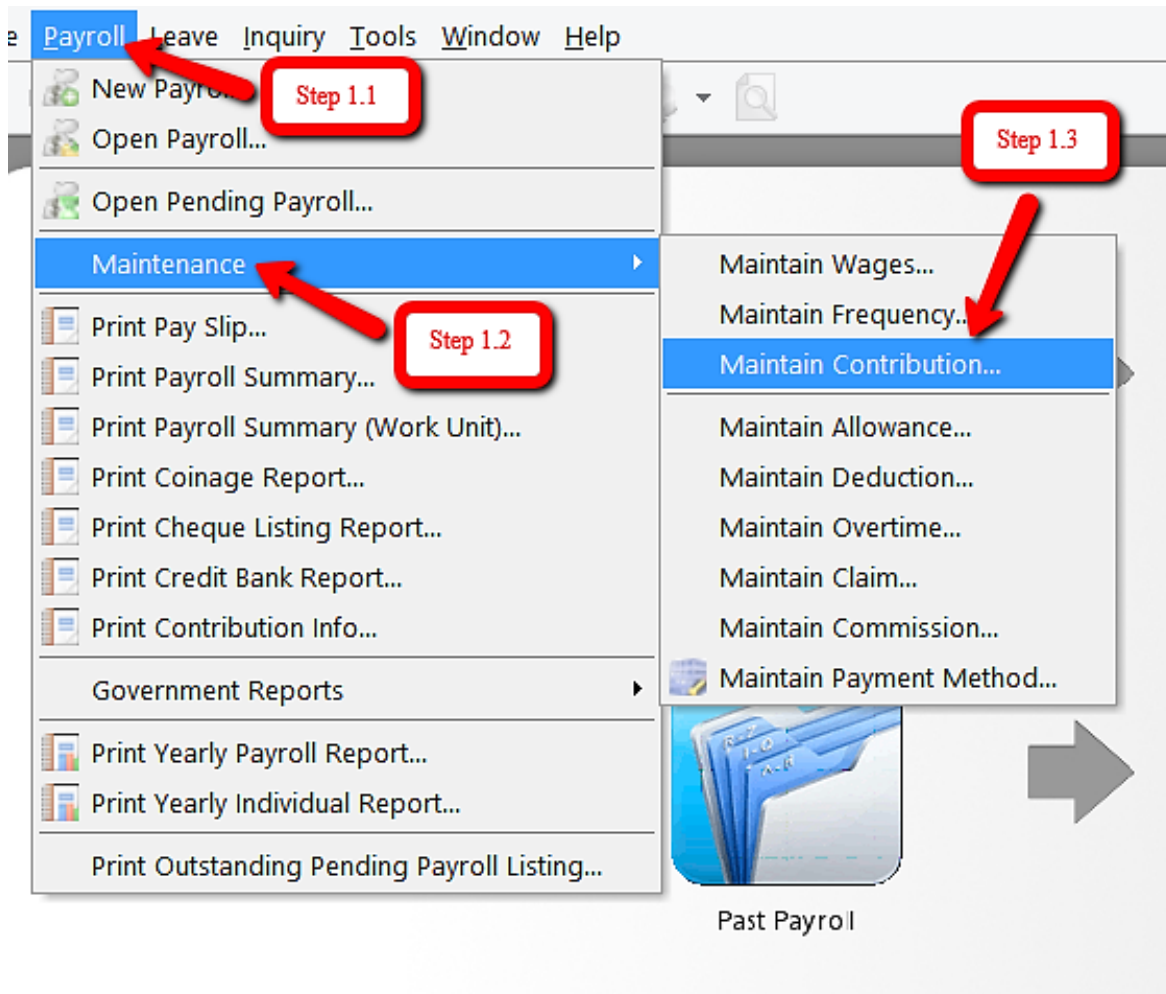
5
 Process Missing Employee

Wages - [2800 (Basic) – 1400 (Frequency)] = 1400
 Allowance - [230 (Fixed) – 115 (Frequency)] = 115

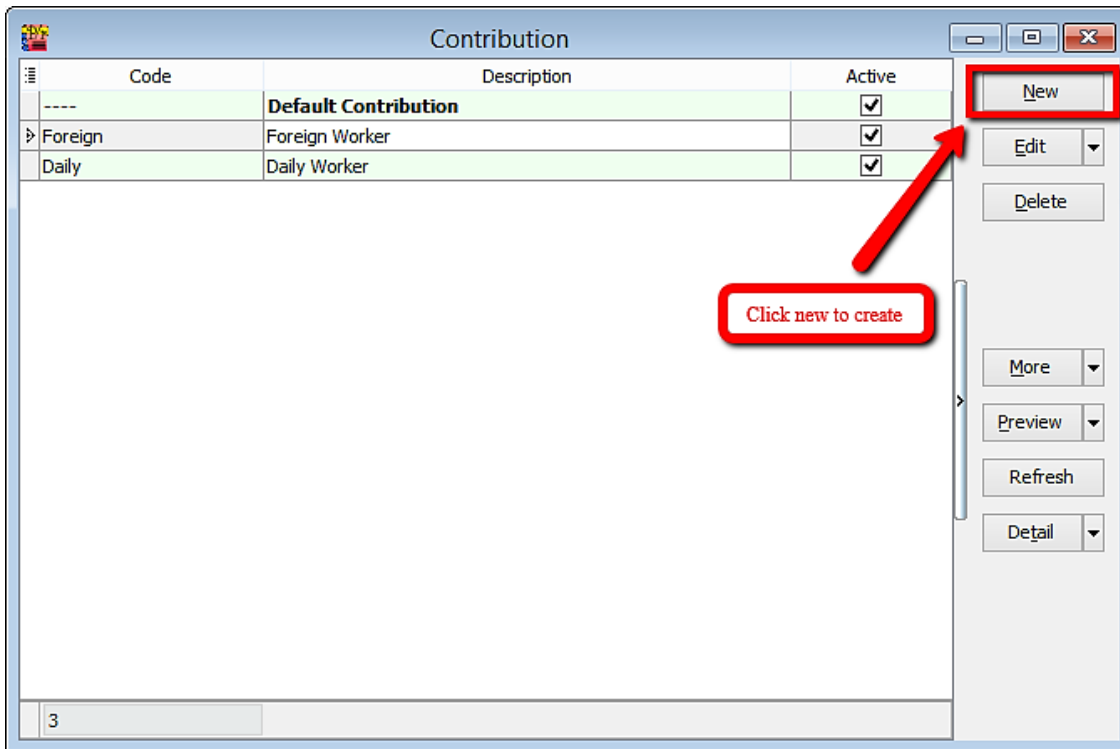
Maintain Contribution

- Setting Maintain Contribution helps you to categorize the types of contribution an employee received.
- This will affect the types of contribution they need to provide (EPF/SOCSO/PCB, etc)
- This is useful if you have different types of workers such as permanent worker, contract worker, foreign worker, etc
- **You can set the Employee/Employer EPF rate, OT calculation and Tax calculation here.**

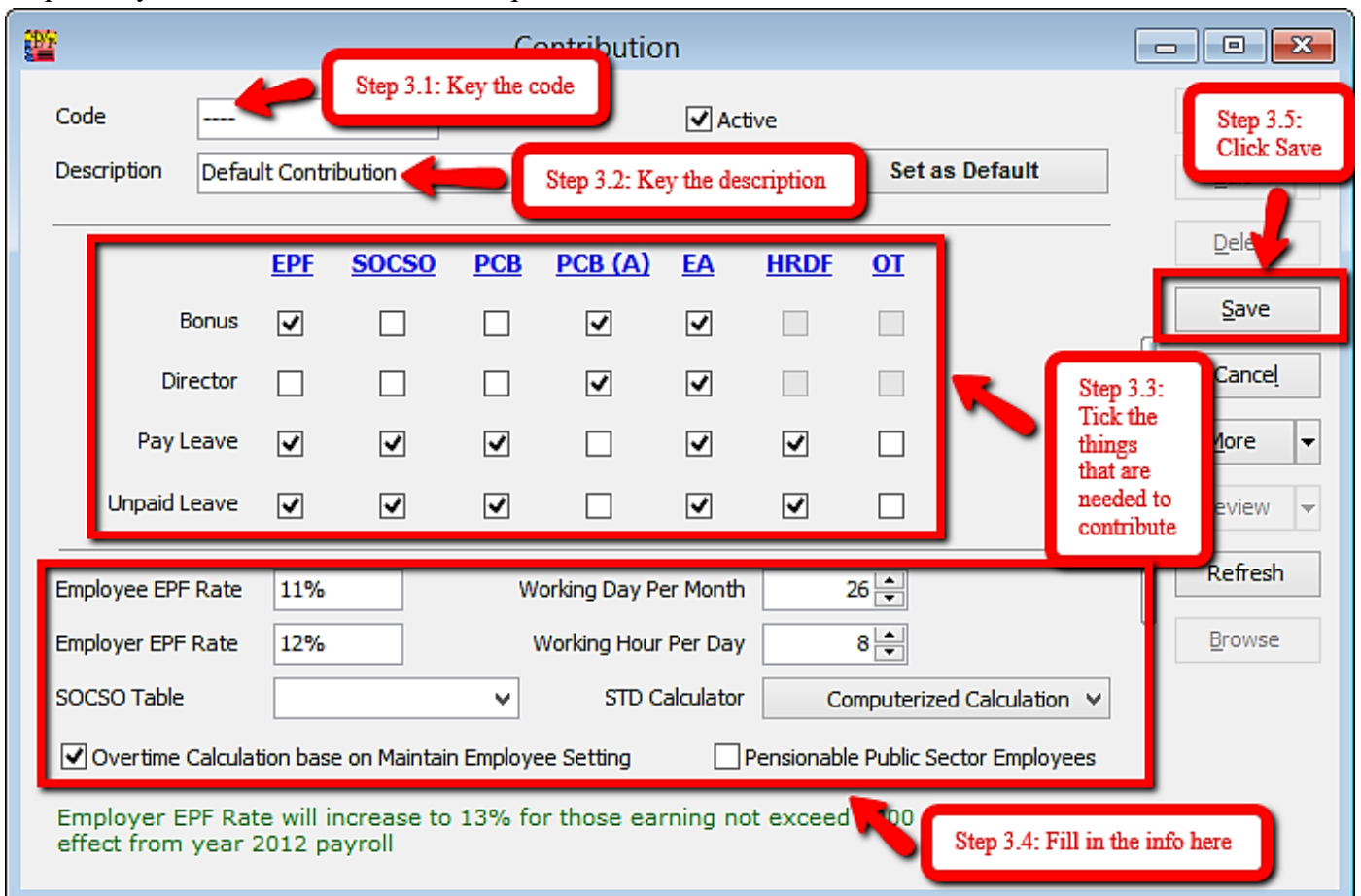
Step 1: Select Payroll, click Maintenance and then click Maintain Contribution.



Step 2: Click New to create New Contribution



Step 3: Key in the details and tick the required contribution.



Types of contributions that are commonly used

Local Permanent workers

Foreign workers

Local permanent worker usually tick like this

	EPF	SOCSO	PCB	PCB (A)	EA	HRDF	OT
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee EPF Rate: 11% Working Day Per Month: 26
 Employer EPF Rate: 12% Working Hour Per Day: 8
 SOCSO Table: STD Calculator: Computerized Calculation

Overtime Calculation base on Maintain Employee Setting Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

Foreign worker usually tick like this

	EPF	SOCSO	PCB	PCB (A)	EA	HRDF	OT
Bonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employee EPF Rate: 11% Working Day Per Month: 26
 Employer EPF Rate: 12% Working Hour Per Day: 8
 SOCSO Table: STD Calculator: Computerized Calculation

Overtime Calculation base on Maintain Employee Setting Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

Explanation of terms in Maintain Contribution panel

1) Code: ---- 3) Active 4) Set as Default

2) Description: Default Contribution

	a) EPF	b) SOCSO	c) PCB	d) PCB (A)	e) EA	f) HRDF	g) OT
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5) Employee EPF Rate: 11% 9) Working Day Per Month: 26
 6) Employer EPF Rate: 12% 10) Working Hour Per Day: 8
 7) SOCSO Table: STD Calculator: 11) Computerized Calculation

8) Overtime Calculation base on Maintain Employee Setting 12) Pensionable Public Sector Employees

Employer EPF Rate will increase to 13% for those earning not exceed 5000 per month with effect from year 2012 payroll

Symbol	Explanation
1)	A unique name for the system to recognise the type of contribution
2)	The details of the contribution
3)	Allow this contribution to be selected in: Maintain employee >Payroll Info.
4)	Auto-select this contribution every time in: Maintain employee > Payroll Info.
5)	The amount of EPF needed to be pay by the Employee
6)	The amount of EPF needed to be pay by the Employer
7)	Which SOCSO table to follow (for default table, leave it empty) Recommended to leave blank
8)	Tick this will auto calculate the OT amount by: Hourly Rate = Wage ÷ Working Day ÷ Working Hour If untick, OT rate is needed to be manually keyed in after month end process
9)	The amount of days the employee work in a month (exclude Sunday)
10)	The amount of hours the employee work in a day (Please visit Daily Wage guide for more details)
11)	Which Scheduled Tax Deduction (STD) calculator to follow. Recommended to follow computerized calculation
12)	When tick, employee do not need to pay EPF but employer have to pay 17.5% This is for public sector employee who is already a pensioner but choose to remain working.

Symbol	Explanation
a)	Contribute to the Employees Provident Fund (EPF)
b)	Contribution to Social Security Organization (SOCSO)
c)	Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly pay out (e.g. wages, allowance, overtime, paid leave)
d)	Same as PCB but used for ad-hoc pay out (e.g. bonus, director fees, commission)
e)	Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form.
f)	Human Resources Development Fund (HRDF), the amount that you contribute to the fund *will appear in contribution report
g)	Allow other than wages amount to contribute to Over Time (OT) e.g. Wages RM1000, Bonus RM500 Without tick, OT will be based on Wage RM1000 when calculating the amount With tick, OT will be based on Wage RM1000 + Bonus RM500 when calculating the amount.

SQL Payroll latest version 125 and above:

ADD "auto claim SOCSO for PCB calculation" option at Maintain Contribution.

3. ADD "auto claim SOCSO for PCB calculation" option at Maintain Contribution.

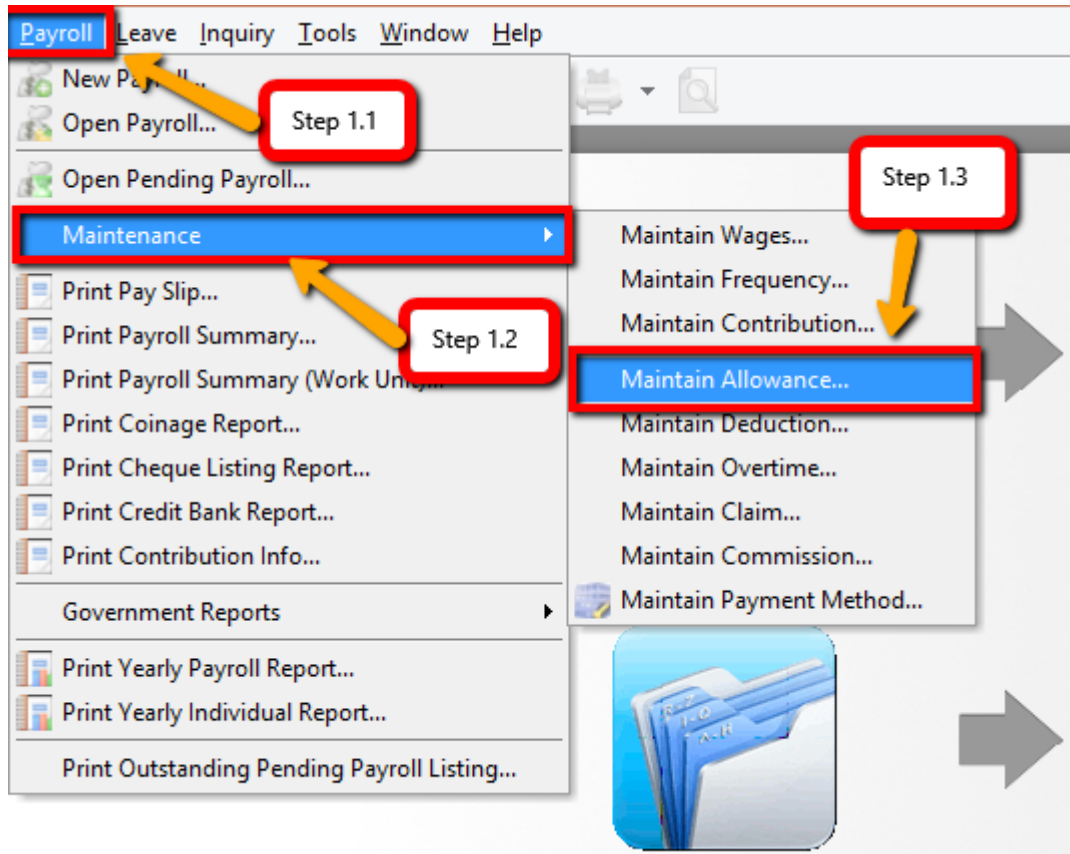
The screenshot displays the 'Contribution' window on the left and the 'Month End (01.2017)' summary on the right. In the 'Contribution' window, the 'Auto claim SOCSO for calculate PCB' checkbox is checked and highlighted with a red box. The 'Month End' summary for employee NICOLE shows a SOCSO contribution of 15.25, also highlighted with a red box. A red arrow points from the checkbox to the SOCSO field, and another red arrow points from the SOCSO field to the 'Optional Tax Relief' table, which lists a SOCSO contribution of 15.25.

Trans ...	Post D...	Employee	Code	Description	Ref1	Ref2	Amount
31/01/...	31/01/...	003	SOCSO	SOCSO contribution			15.25

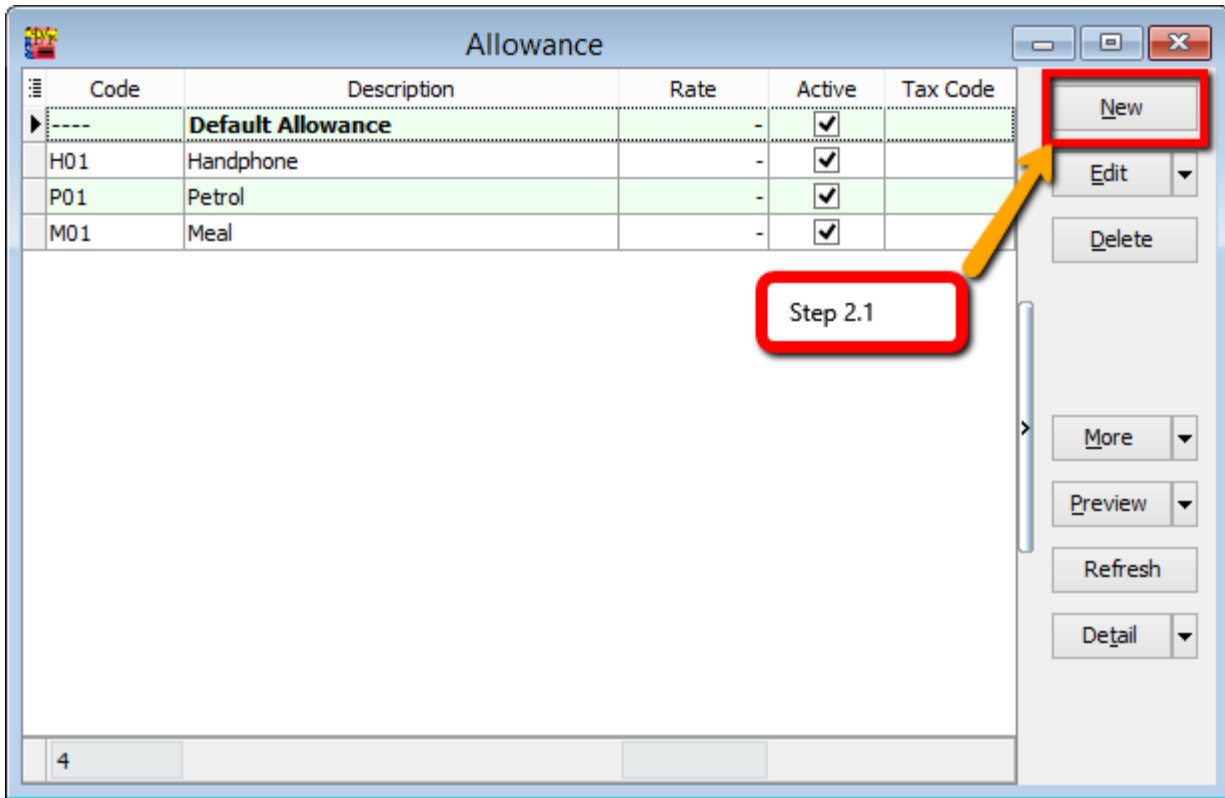
Maintain Allowance

- Setting up Maintain Allowance enables you to categorize the type of allowances that an employee is entitled to.
- This will affect the types of contribution they need to provide (EPF/SOCSO/PCB, etc)
- This is useful if you have different types of allowances e.g. Petrol, Mobile Phone, Meal Allowance, etc.

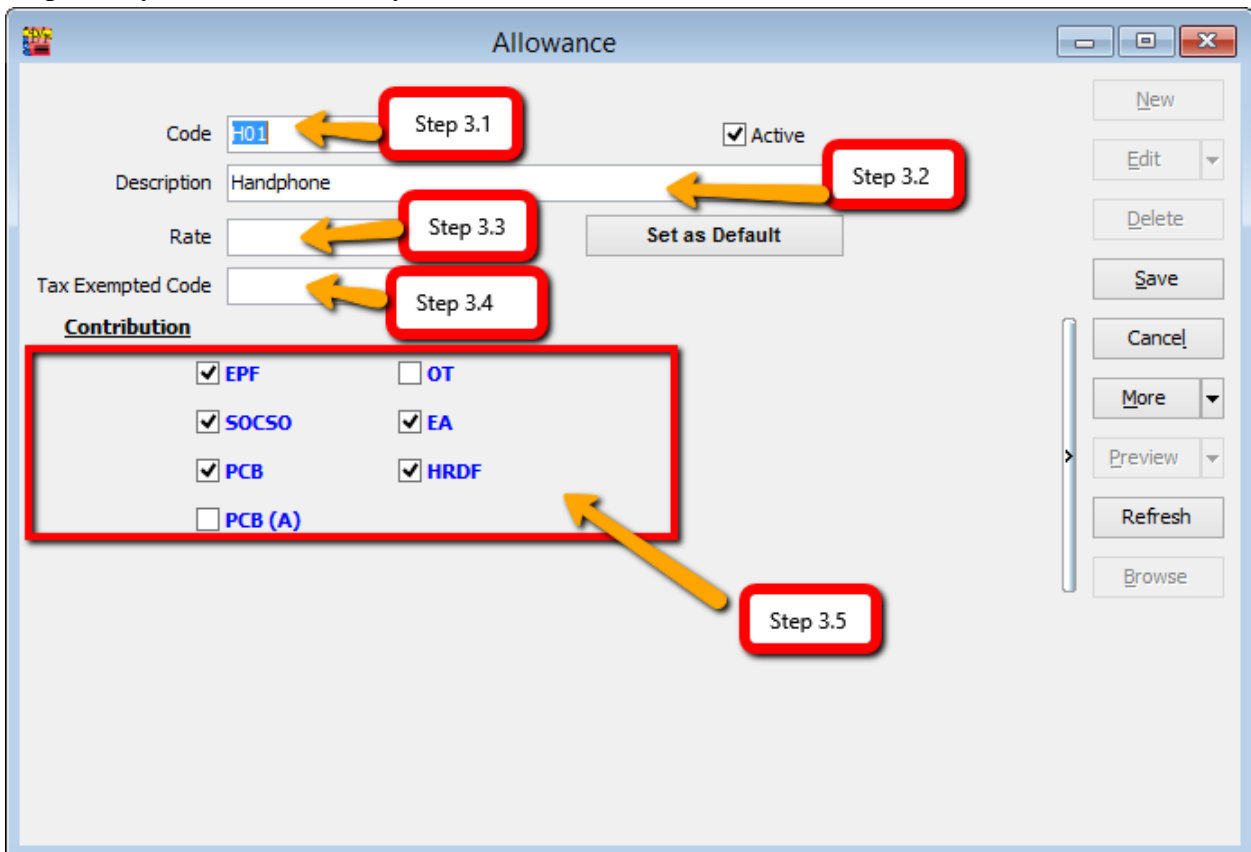
Step 1: Select Payroll, click Maintenance and then click Maintain Allowance.



Step 2: Click New to create a New Allowance.



Step 3: Key in the details that you want to set in Maintain Allowance.



Step 3.1 – Key in the Allowance Code that you want to create.

Step 3.2 – Key in the Description of the Allowance.

Step 3.3 – Key in the fixed amount for the Allowance, e.g. if handphone allowance is fixed at RM 300 for every employee then you can insert the rate of RM 300 but if it is not fixed leave it blank.

Step 3.4 – If the allowance is tax exempted then you may insert the tax exempted code.

Step 3.5 – Tick or un-tick the contribution of the allowance.

Step 4: After creating the master file for Allowance, you can add the fixed allowance for employees accordingly.

Employee

Code: 003 Job Title: Active

Name: NICOLE

Personal | Grouping | Family | Payroll Info. | **Allowance** | Deduction | Note | History | Child | Attachments

Allowance	DESCRIPTION	RATE	E...	SO...	PCB	PA	OT	EA	H...	Tax Code
H01	Handphone	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M01	Meal	80.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse

OR you can also insert the allowances after doing month end process as below:

Month End (01.2015) [Period: 01 / 2015]

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 3,000.00 Loan: - **LEE CHONG WAI**

Allowance: 530.00 Deduction: - **Month End (01.2015)**

Overtime: - EPF: 390.00 Employer EPF: 461.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - **Computerized Calculation**

Bonus: - Unpaid Leave: - **PCB: Print PCB 15.35 C1**

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 420.10 Gross Net Pay: 3,109.90 (Adjustme)

Net Pay: 3,109.90

Allowance

Step 1 : Click on the wording of the " Allowance ".

Step 2 : Click on the " + " to add on the allowance detail as per below.

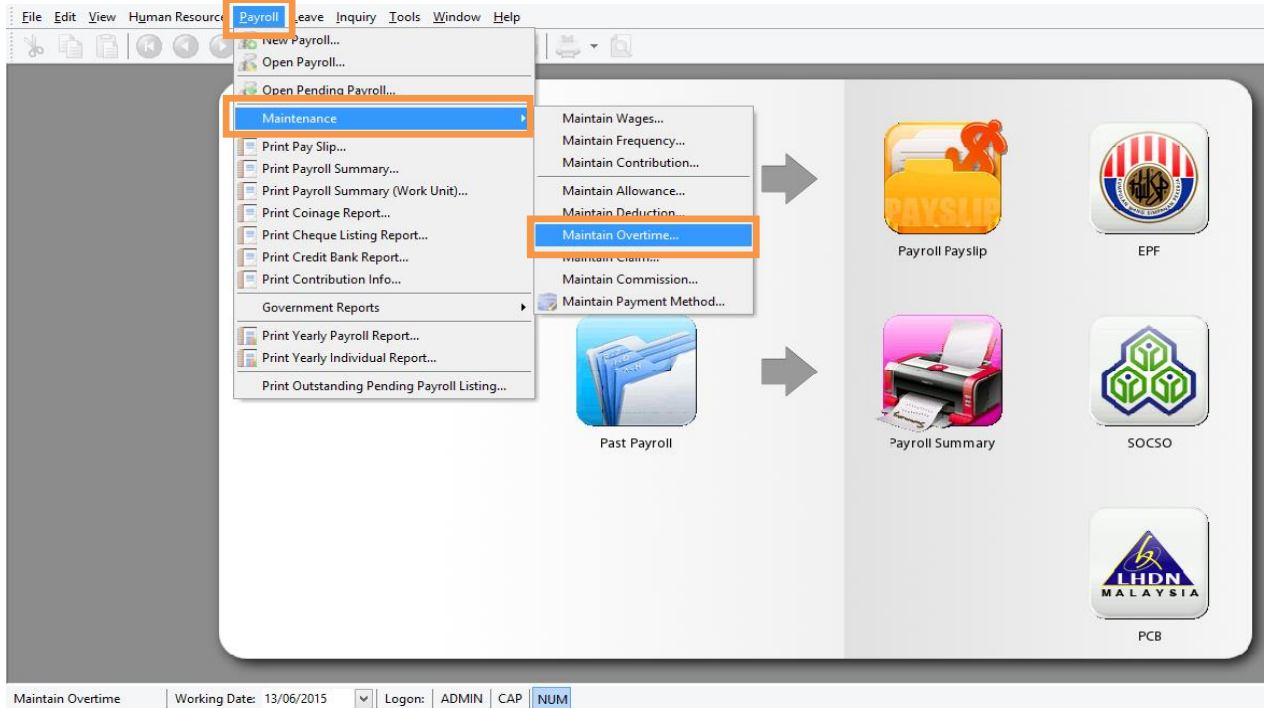
Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate
31/01/2015	31/01/2015	001	H01	Handphone	1.00	150
31/01/2015	31/01/2015	001	M01	Meal	1.00	80
31/01/2015	31/01/2015	001	P01	Petrol	1.00	300

Allowance settings are the same as deduction settings; they are not compulsory and depend on each company's policy.

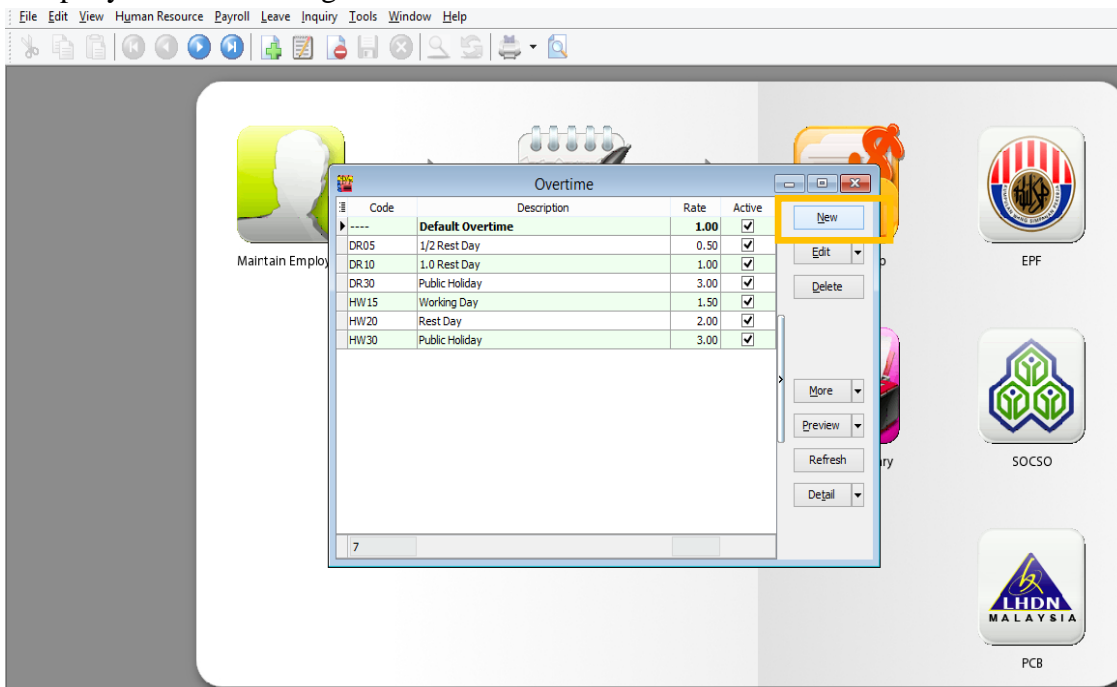
Maintain Overtime

- Setting Maintain Overtime helps you to categorize the types of overtime.
- This will affect the types of contribution they need to provide (EPF/SOCSSO/PCB & etc)
- The settings will affect the calculation of overtime.

Step 1: Select Payroll then look for Maintenance and then click Maintain Overtime.



Step 2: By default, certain overtime settings are built in but you can click New to create your company overtime settings.



Step 3: Key-in Overtime as below

The screenshot shows the 'Overtime' form with the following details:

- Code:** HW15 (highlighted with red box 3.1)
- Description:** Working Day
- Rate:** 1.50 (highlighted with red box 3.2)
- Unit Type:** Hourly (highlighted with red box 3.3)
- Pay Rate Script:** (empty)
- Contribution:** EPF, EA, SOCSO, HRDF, PCB, PCB (A) (HRDF checkbox highlighted with red box 3.4)
- Buttons:** New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse, Set as Default

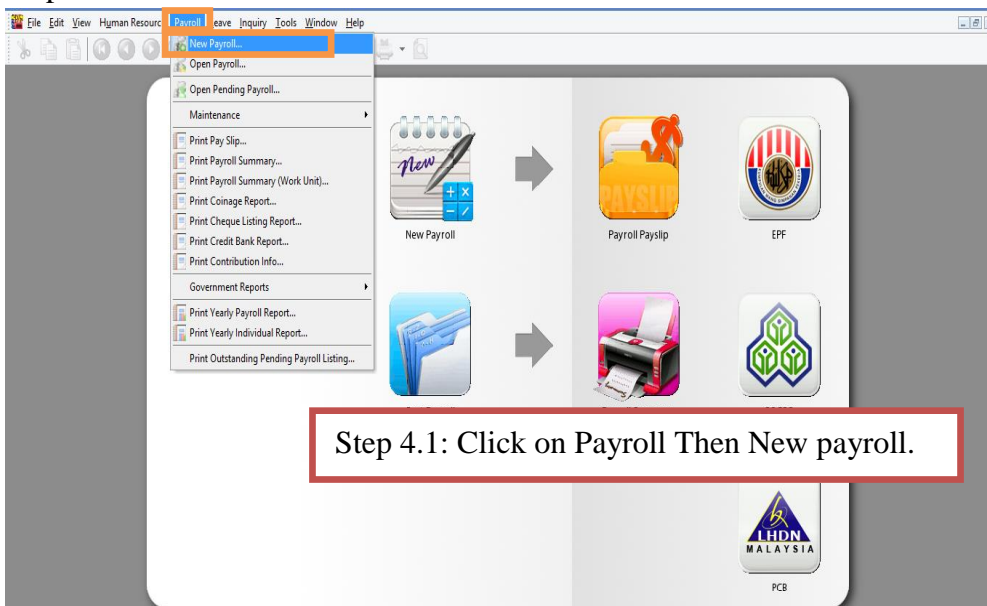
Step 3.1 – Insert the Code and Description of the Overtime that you want to create.

Step 3.2 – Insert the Rate of the Overtime, e.g. the overtime rate is 1.5 as per overtime amount or double, triple of the overtime amount.

Step 3.3 – Unit Type is to set the overtime calculation hourly or daily.

Step 3.4 - Set the contribution of overtime with EPF, SOCSO, etc.

Step 4: Process the overtime with Month End first:



Step 4.1: Click on Payroll Then New payroll.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

- To process the month FINAL payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 30/06/2015

Process From: 01/06/2015 To 30/06/2015 ...

Description

Description 1: Month End (06.2015)

Description 2:

Ref 1:

Ref 2:

Include Default Wages (Allowance/Deduction in addition to Pending Transaction)

Final

Frequency

Ad Hoc

Process

Step 4.2: Click on Process.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code	Name
001	LEE CHONG WAI
002	KOO KEAT KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome

Month End (06.2015) - Jun 2015

Print Pay Slip Print EPF Borang A

Print Payroll Summary Print SOCSO Borang 8A

Print Payment Summary Print Income Tax CP39

5

Process Missing Employee

Step 4.3: Click the employee name.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001

LEE CHONG WAI
Month End (06.2015)

Wages: 3,000.00 Loan: -

Allowance: 530.00 Deduction: -

Overtime: - EPF: 390.00 Employer EPF: 461.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: - Unpaid Leave: - PCB: Print PCB - C1

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 404.75 Gross Net Pay: 3,125.25 (Adjustment)

Net Pay: 3,125.25

5

Process Missing Employee

Step 4.4: Click the word overtime.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001

LEE CHONG WAI
Month End (06.2015)

Wages: 3,000.00 Loan: -

Allowance: 530.00 Deduction: -

Overtime: - EPF: 390.00 Employer EPF: 461.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - Computerized Calculation

Bonus: - Unpaid Leave: - PCB: Print PCB - C1

Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 404.75 Gross Net Pay: 3,125.25 (Adjustment)

Net Pay: 3,125.25

Overtime

Press the “+” button to add the details that you want.

Trans Date	Post ...	Employee	Co	Pay Rate	Amount
13/06/2015	30/06/2015	001	----	115.38	-

5

Count = 1

Wages: 3,000.00 Loan: [] LEE CHONG WAI
 Allowance: 530.00 Deduction: [] Month End (06.2015)
 Overtime: [] EPF: []
 Commission: [] SOCSO: []
 Claims: []
 Paid Leave: []
 Director Fees: [] CP38: []
 Bonus: [] Unpaid Leave: []
 Advance Paid: [] Advance []

Code	Description
----	Default Overtime
DR05	1/2 Rest Day
DR10	1.0 Rest Day
DR30	Public Holiday
HW15	Working Day
HW20	Rest Day
HW30	Public Holiday

Gross Pay: 3,530.00 Gross Deduct: []

Step 4.6: Click arrow down to select the Code.

Trans Date	Post ...	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
13/06/2015	30/06/2015	001	HW15	Working Day	1.50	14.42	14.42	21.63

Count = 1

Key in the work unit as overtime hour, e.g. if Lee Chong Wai's overtime is 2 hours, just key in the number as 2.

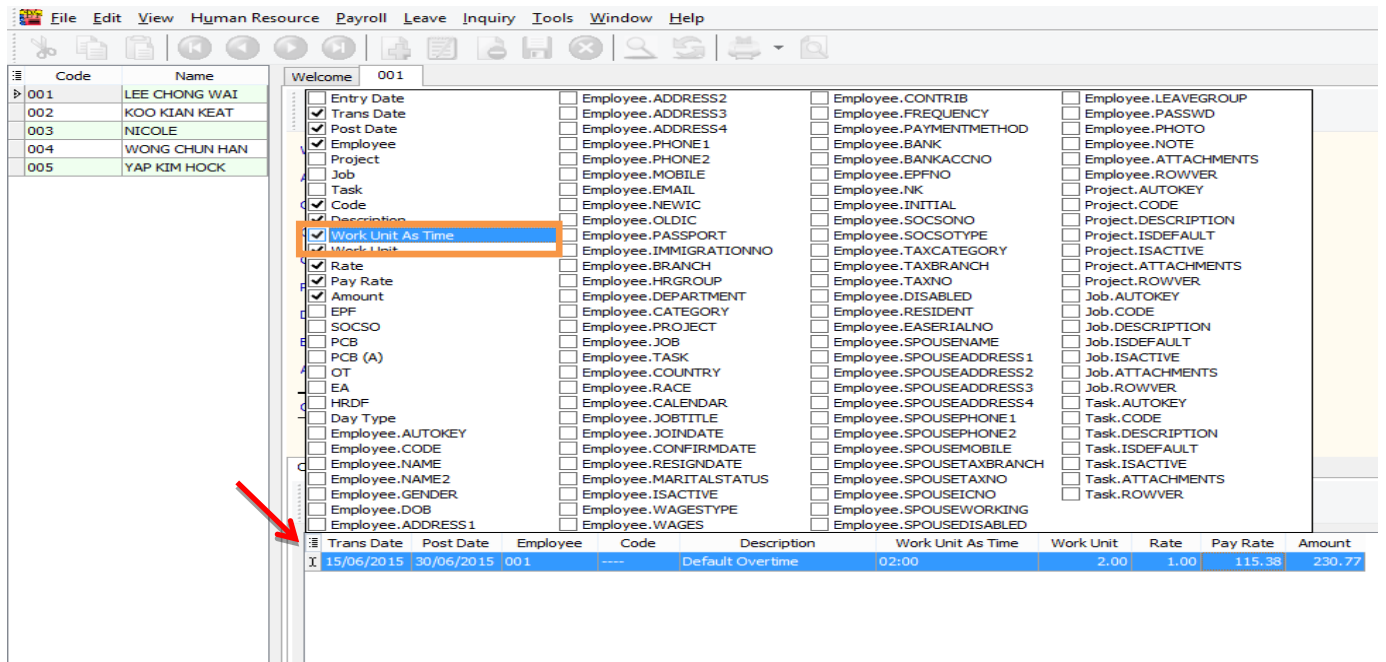
Wages: 3,000.00 Loan: [] LEE CHONG WAI
 Allowance: 530.00 Deduction: [] Month End (06.2015)
 Overtime: 43.27 EPF: 394.00 Employer EPF: 466.00
 Commission: [] SOCSO: 14.75 Employer SOCSO: 51.65
 Claims: []
 Paid Leave: []
 Director Fees: [] CP38: [] Computerized Calculation
 Bonus: [] Unpaid Leave: [] PCB: Print PCB - C1
 Advance Paid: [] Advance Deduct - Gross Zakat: []

Gross Pay: 3,573.27 Gross Deduct: 408.75 Gross Net Pay: 3,164.52 (Adjustment) []
Net Pay: 3,164.52

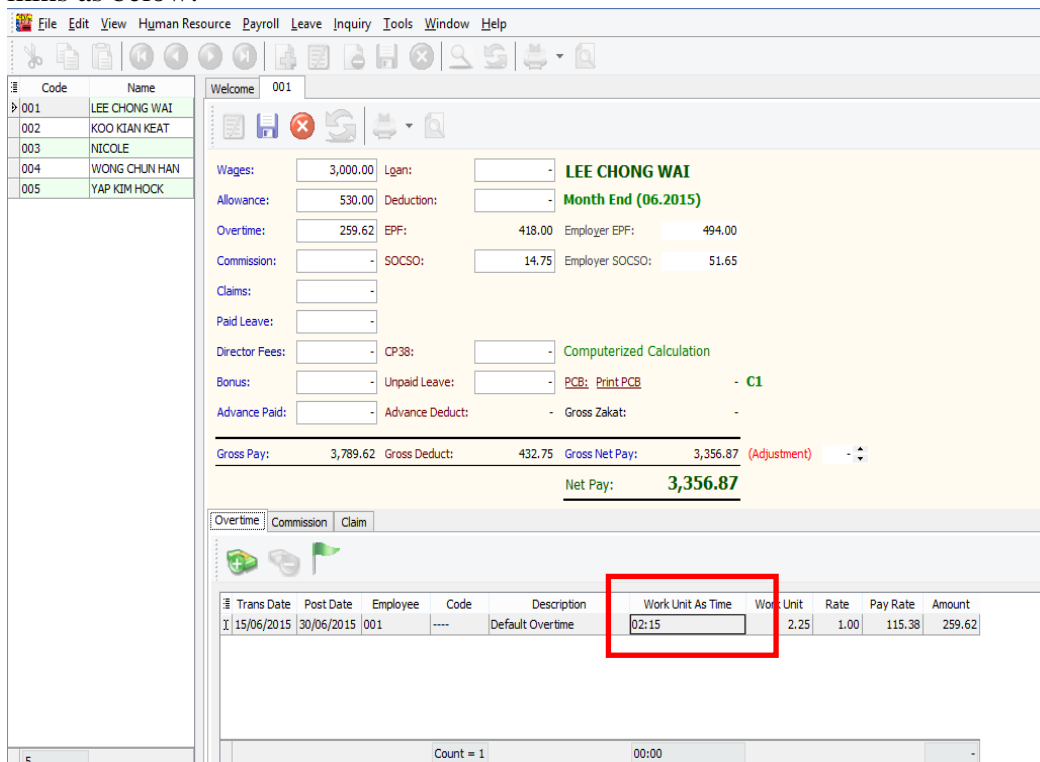
Trans Date	Post ...	Employee	Code	Description	Work Unit	Rate	Pay Rate	Amount
13/06/2015	30/06/2015	001	HW15	Working Day	2.00	1.50	14.42	43.27

Count = 1

Or, you can click the button beside Trans Date, and tick the column name Work Unit As Time



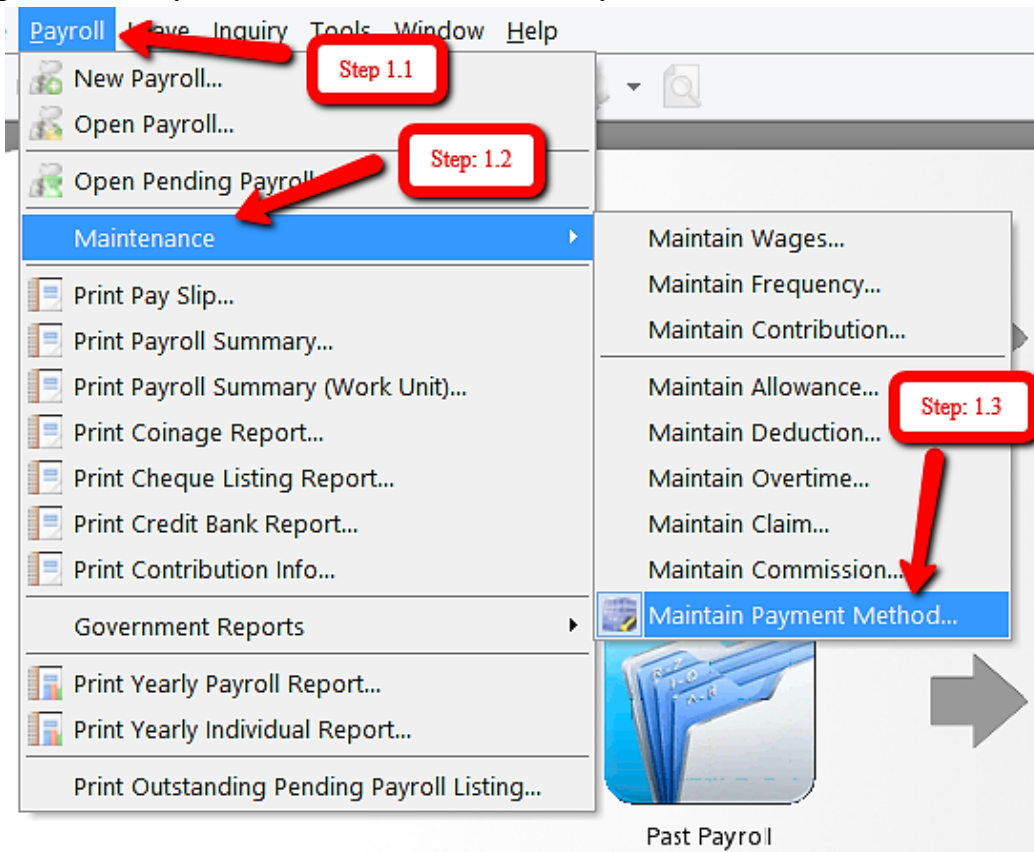
After selecting the column of Work Unit as Time, key in the overtime minutes e.g. 2 hours and 15 mins as below:



Maintain Payment Method

- Maintain Payment Method helps you to categorize how you want to pay your employees
- This is useful when you have different types of banks (MBB, HLB & etc) and methods of paying (Cash, Cheque, Transfer)
- Here we can set **auto rounding** so that all the final salary payment is rounded to the nearest 5 cents
e.g. Employee total pay = RM1234.56
After auto rounding, it will become RM1234.55

Step 1: Select Payroll | Maintenance | Maintain Payment Method.



Step 2: Click New to create new Payment Method.

Payment Method

Code	Description	Active
---	Default PaymentMethod	<input checked="" type="checkbox"/>
MBB Transfer	Maybank Transfer	<input checked="" type="checkbox"/>
MBB Cheque	Maybank Cheque	<input checked="" type="checkbox"/>
HLB Transfer	Hong Leong Bank Transfer	<input checked="" type="checkbox"/>
HLB Cheque	Hong Leong Bank Cheque	<input checked="" type="checkbox"/>
RHB Transfer	RHB Transfer	<input type="checkbox"/>

Buttons: New, Edit, Delete, More, Preview, Refresh, Detail

Click new to create

Payment Method

1) Code: MBB Transfer 14) Active

2) Description: Maybank Transfer

3) Bank: Malayan Banking Berhad

4) Bank Account No.: 123456789000

5) Bank Charge: 0.10

6) Payment Type: Direct Transfer

7) Net Pay: Payroll Rounding

8) Branch: PULAU PINANG

9) Address: 5, JALAN BESI 123/79D
11600 JELUTONG
PULAU PINANG

10) Contact Person: Ali

11) Ref: ali@gmail.com

12) Phone: 03-1234 1234
0123456789

15) Fax:

13) GL Account:

16) Set as Default

Remember to save

Save

Key in the information here

Symbol	Explanation
1)	A unique name for the system to recognise the type of payment method
2)	The details of the payment method
3)	The name of the bank
4)	The employer's bank account number
5)	The bank charges incurred when payment is made by this method
6)	The mode of payment (cash, cheque, transfer)
7)	Allows 5cents rounding of net pay when 'Payroll rounding' is selected (Please look at the page below for further explanation)
8)	The branch of the bank that is issuing the payment issue to pay out
9)	The address of the bank

Symbol	Explanation
10)	The name of the person that the employer liaise with the bank
11)	Any additional remarks
12)	The phone number of the bank
13)	The account number/name that is used to record the payment (reference purpose)
14)	The payment method selected in: Maintain employee > Payroll Info.
15)	The fax number of the bank
16)	Payment method auto selected Maintain employee > Payroll Info.

Explanation of Auto Rounding

A) Without auto rounding

The screenshot shows a form with the following fields:

- Payment Type: Direct Transfer (dropdown)
- Net Pay: [Blank dropdown menu]
- Branch: PULAU PINANG

A red box highlights the Net Pay dropdown menu, and a red arrow points from this box to a red-bordered text box containing the text: "When Net Pay is blank".

After month end no adjustment will be shown.

However, adjustment can be changed manually by clicking the up/down arrow beside it.

Month End (07.2015) [Period: 07 / 2015]

Code	Name
> 001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Wages: 1395.31 | Loan: - | **LEE CHONG WAI**
 Allowance: - | Deduction: - | **Month End (07.2015)**
 Overtime: - | EPF: 154.00 | Employer EPF: 182.00
 Commission: - | SOCSO: 6.75 | Employer SOCSO: 23.65
 Claims: -
 Paid Leave: -
 Director Fees: - | CP38: - | Computerized Calculation
 Bonus: - | Unpaid Leave: - | PCB: Print PCB - C1
 Advance Paid: - | Advance Deduct: - | Gross Zakat: -

Gross Pay: 1,395.31 | Gross Deduct: 160.75 | Gross Net Pay: 1,234.56 (Adjustment) -
 Net Pay: **1,234.56**

No adjustment is made here

Gross net pay and net pay is still the same

B) With Auto Rounding

Payment Type: Direct Transfer

Net Pay: **Payroll Rounding**

Branch: PULAU PINANG

When 'Payroll Rounding' is selected in Net Pay

Employee

Code: 001 | Job Title: | Active

Name: LEE CHONG WAI

Personal | Grouping | Family | **Payroll Info.** | Allowance | Deduction | Note | History | Child | Attachments

Wages Type: --- | SOCSO No: |
 Wages: 1395.31 | SOCSO Type: 1 First Category |
 Contribution: --- | Tax Branch: |
 Frequency: --- | Tax No: |
Payment Method: MBB Transfer | Marital Status: Single |
 Bank: | Spouse Working Spouse Disabled
 Bank Account No: | Tax Category: C1 |
 Self Disabled Resident | Override Tax Category
 EPF No: |
 NK: |
 Initial: |

Correct payment method selected in Maintain Employee > Payroll Info.

After month end, it will auto adjust

LEE CHONG WAI
Month End (08.2015)
 Employer EPF: 182.00
 Employer SOCSO: 23.65

Computerized Calculation
 PCB: Print PCB - C1
 Gross Zakat: -

Gross Net Pay: 1,234.56 (Adjustment) -0.01
 Net Pay: **1,234.55**

Adjustment is made automatically

Net pay has reduced to nearest 5 cents

Process Salary

You can choose the different options as below:

1) New Payroll

- Enables you to process payroll as Final, Frequency or Ad Hoc basis.

2) Open Payroll

- Enables you to re-open past payroll for checking or editing.

3) Open Pending Payroll

- Enables you to key in the pending amount before final payroll process.
- You may input the following types of pending amount:
 - a) Wages
 - b) Allowance
 - c) Paid leave
 - d) Overtime
 - e) Claims
 - f) Director Fees
 - g) Commission
 - h) Bonus
 - i) Loan
 - j) Deduction
 - k) Unpaid leave
 - l) Advance
 - m) CP38

Month End Payroll

Step 1: Select Payroll then click New Payroll.

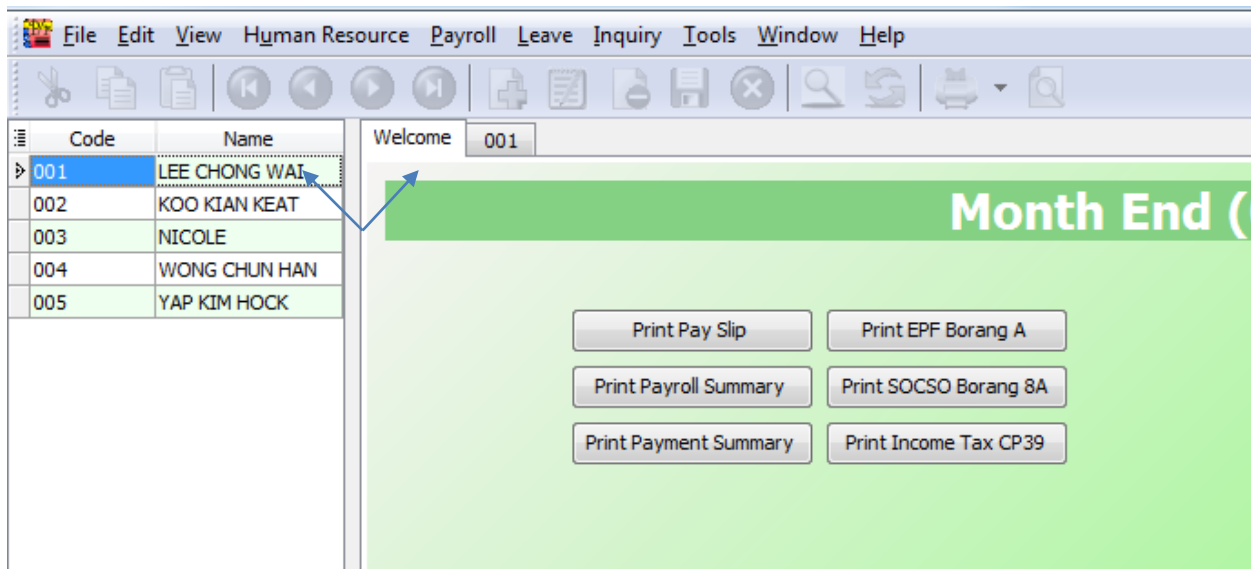
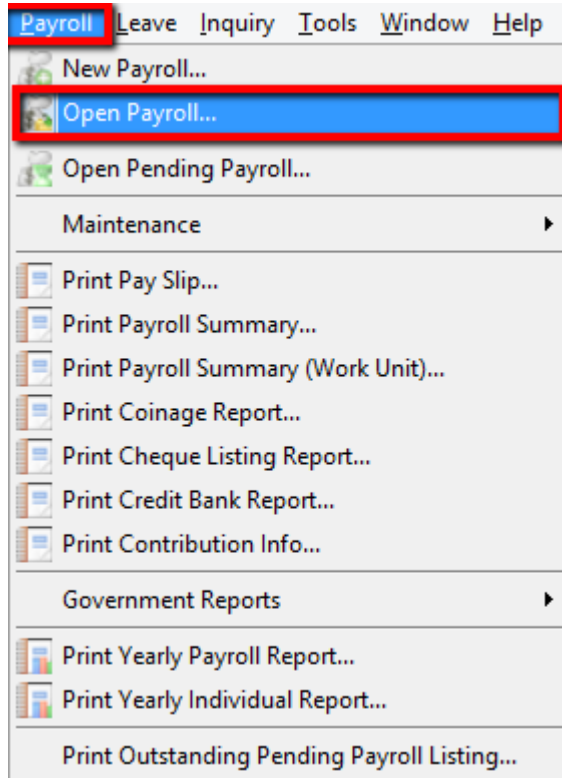
The screenshot shows a software window titled '- To process the month FINAL payroll -'. The menu bar includes File, Edit, View, Human Resource, Payroll, Leave, Inquiry, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. On the left, there is a sidebar with three options: Final, Frequency, and Ad Hoc, each with a money bag icon. The main area is divided into sections: 'Transaction Posting' with 'Year: 2015' and 'Month: 3'; 'Payroll Transaction' with 'Process Date: 31/03/2015', 'Process From: 01/03/2015 To 31/03/2015 ...', and 'Cut-Off Day: 31'; and 'Description' with 'Description 1: Month End (03.2015)'. At the bottom, there is a checkbox 'Include Default Wages/Allowance/Deduction in addition to Pending Transactions' and a 'Process' button. A callout box labeled 'Step 1.1' points to the 'Process From' date field, and another callout box labeled 'Process' points to the 'Process' button.

Step 1.1 – Some companies payroll cut off dates may not fall on the end of the month, e.g. if it falls on 26th of the month, you can preset your own company payroll cut off date through the “...” button.
Step 1.2 – Click the “Process” option.

Open Payroll

- Once you have processed the payroll and you can open the payroll again to view, and edit accordingly if there are any amendments to be made.

Step 1: Click Payroll and then select Open Payroll.



You can double click your Employee's Name to view and check.

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001

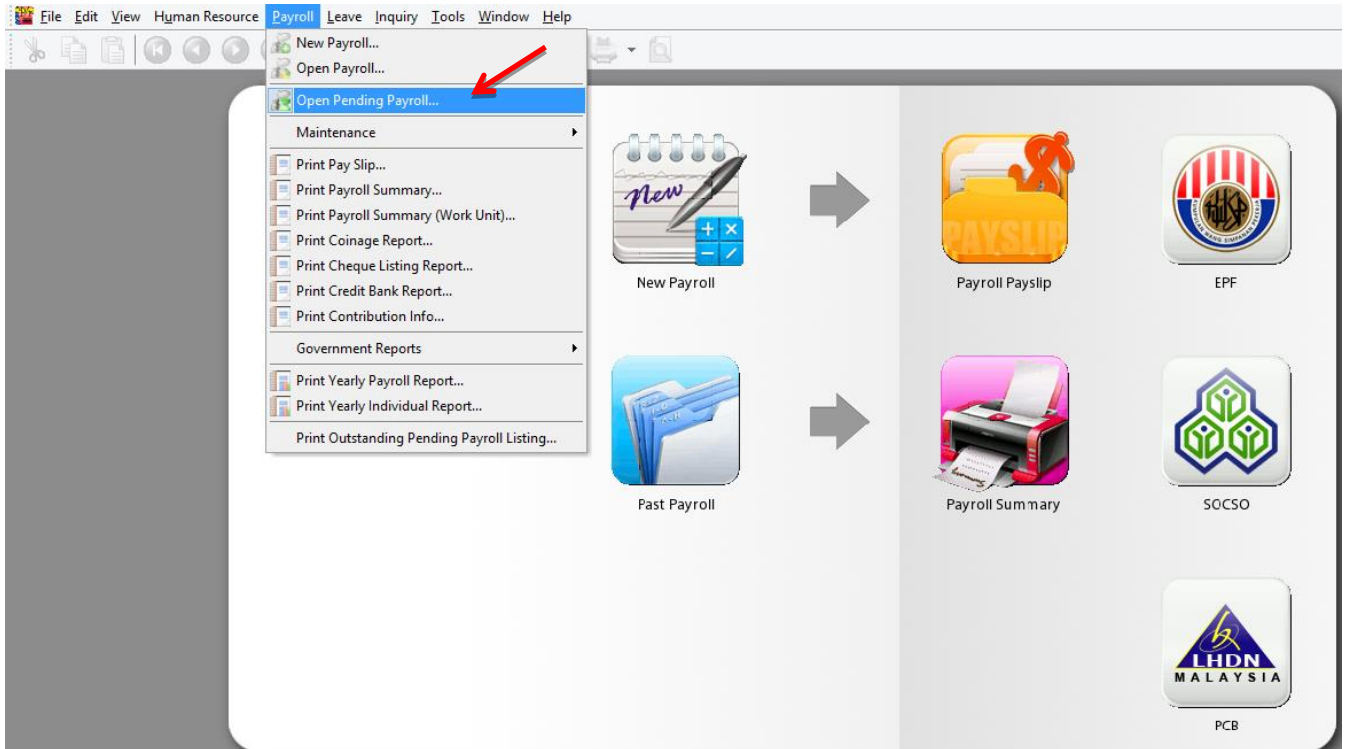
LEE CHONG WAI
Month End (01.2015)

Wages:	3,000.00	Loan:	-	
Allowance:	530.00	Deduction:	-	
Overtime:	-	EPF:	390.00	Employer EPF: 461.00
Commission:	-	SOCISO:	14.75	Employer SOCISO: 51.65
Claims:	-			
Paid Leave:	-			
Director Fees:	-	CP38:	-	Computerized Calculation
Bonus:	-	Unpaid Leave:	-	PCB: Print PCB 15.35 C1
Advance Paid:	-	Advance Deduct:	-	Gross Zakat: -
Gross Pay:	3,530.00	Gross Deduct:	420.10	Gross Net Pay: 3,109.90 (Adjustment)
				Net Pay: 3,109.90

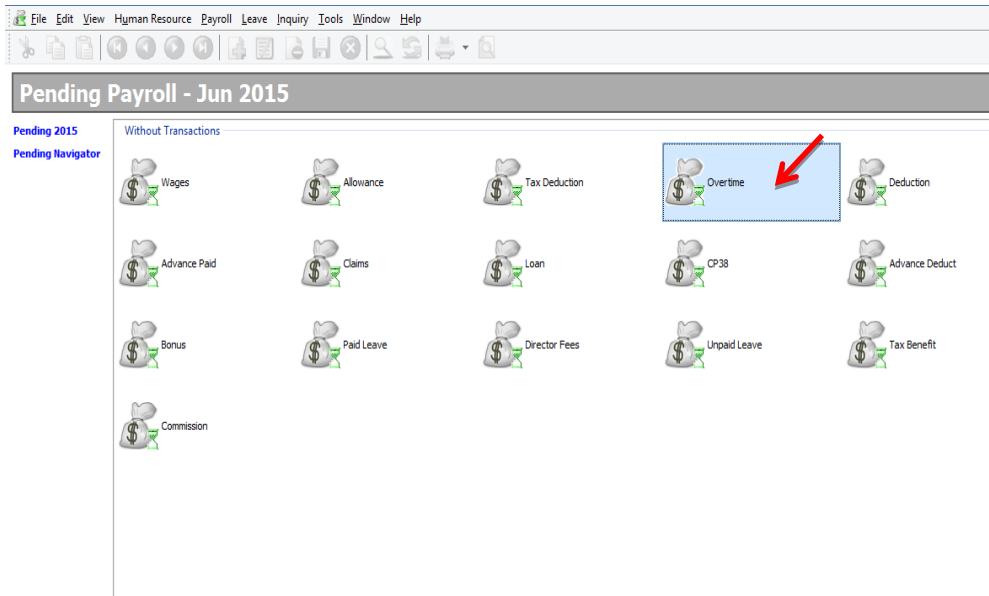
Open Pending Payroll

- Before you process month end, you can use Open Pending Payroll to key in ad hoc details like extra allowance, overtime, claim, etc.

Step 1: Select Payroll then click Open Pending Payroll.



Step 2: Double Click on the type of ad hoc payroll that you want to key in, e.g. Overtime.

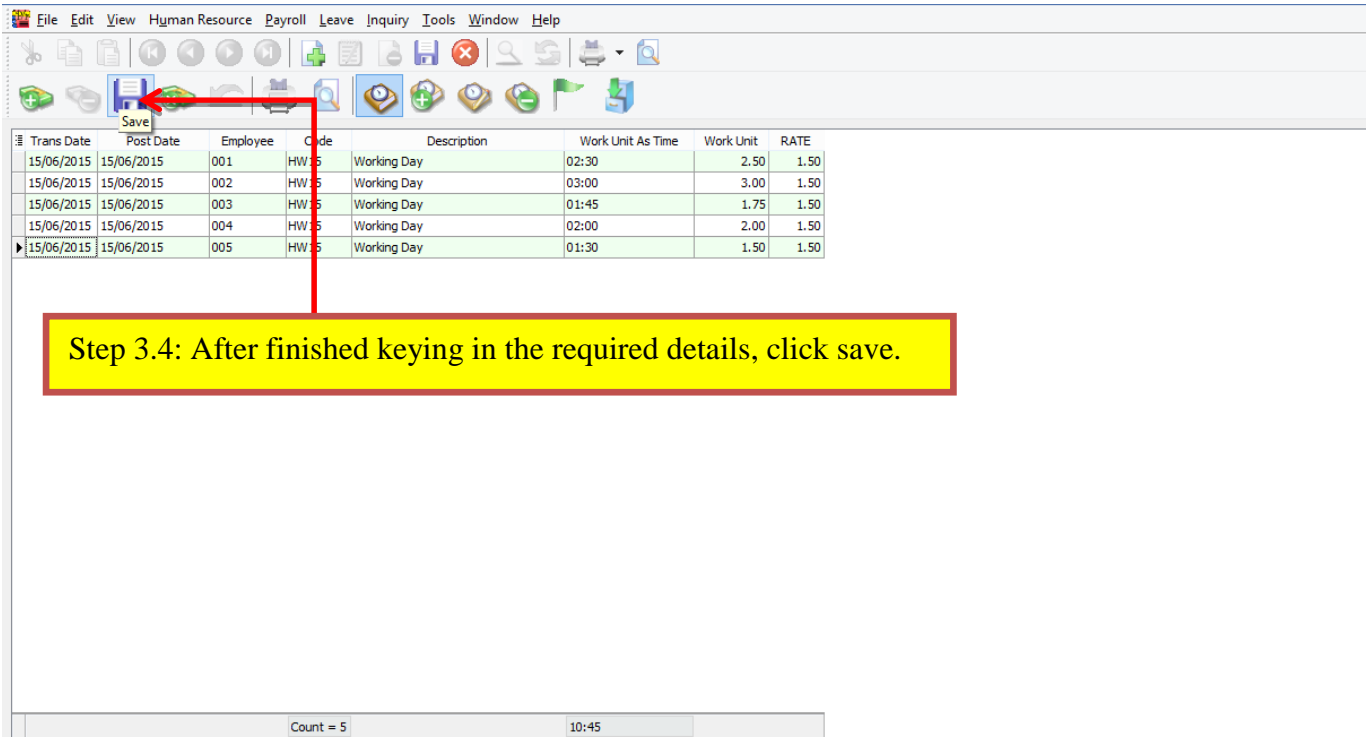


Step 3: Insert the details accordingly:

Step 3.1: Press on the “ + “ button to insert the details.

Trans Date	Post Date	Employee	Code	Description	Work Unit	RATE
15/06/2015	15/06/2015		----	Default Overtime	-	1.00

Step 3.2: Insert the details accordingly like employee, overtime code, work unit etc



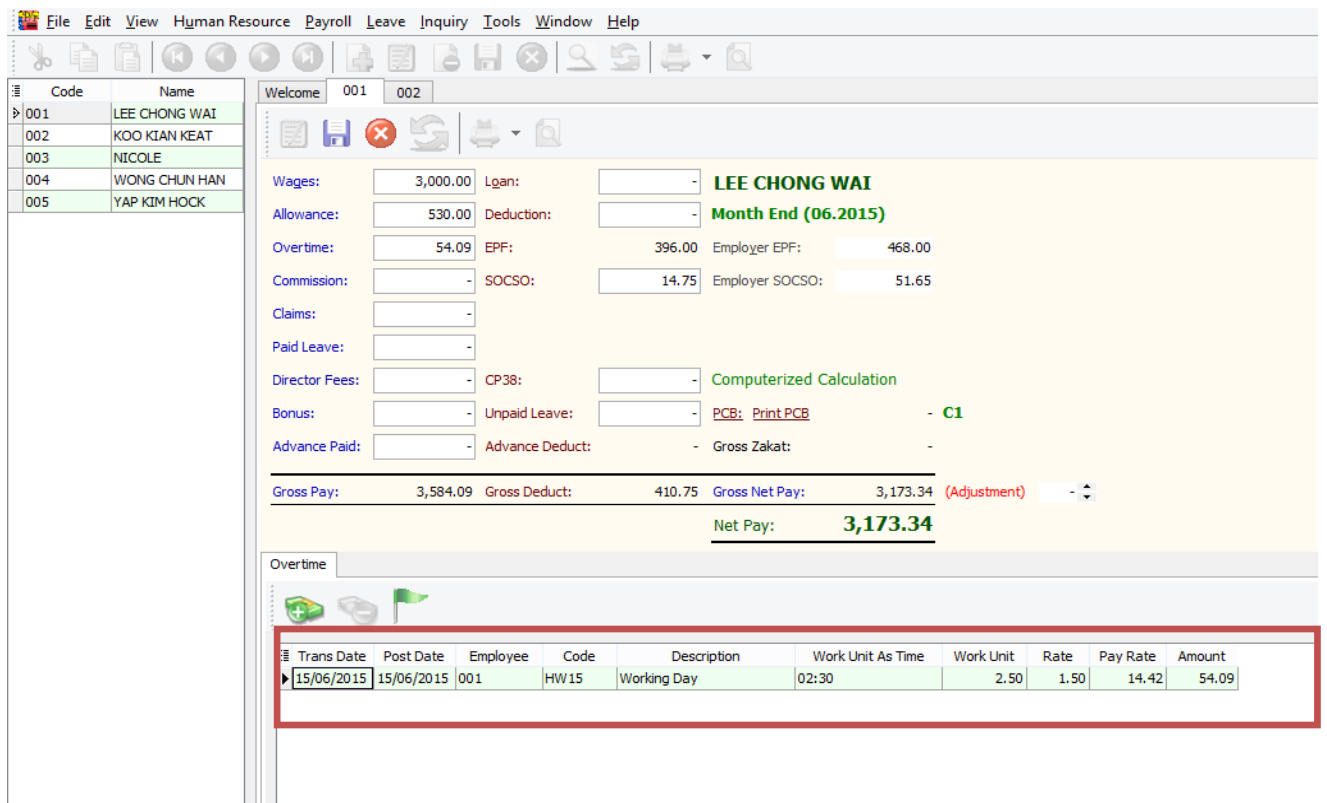
File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE
15/06/2015	15/06/2015	001	HW:5	Working Day	02:30	2.50	1.50
15/06/2015	15/06/2015	002	HW:5	Working Day	03:00	3.00	1.50
15/06/2015	15/06/2015	003	HW:5	Working Day	01:45	1.75	1.50
15/06/2015	15/06/2015	004	HW:5	Working Day	02:00	2.00	1.50
15/06/2015	15/06/2015	005	HW:5	Working Day	01:30	1.50	1.50

Count = 5 10:45

Step 3.4: After finished keying in the required details, click save.

Step 4: After keying in the Ad Hoc details, you may process the Month End and view the results as below:



File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001 002

Wages: 3,000.00 **Loan:** - **LEE CHONG WAI**

Allowance: 530.00 **Deduction:** - **Month End (06.2015)**

Overtime: 54.09 **EPF:** 396.00 **Employer EPF:** 468.00

Commission: - **SOCOSO:** 14.75 **Employer SOCOSO:** 51.65

Claims: -

Paid Leave: -

Director Fees: - **CP38:** - **Computerized Calculation**

Bonus: - **Unpaid Leave:** - **PCB: Print PCB** - C1

Advance Paid: - **Advance Deduct:** - **Gross Zakat:** -

Gross Pay: 3,584.09 **Gross Deduct:** 410.75 **Gross Net Pay:** 3,173.34 (Adjustment)

Net Pay: 3,173.34

Overtime

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	Rate	Pay Rate	Amount
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50	14.42	54.09

Payroll Report

You can generate the following reports:

1) Print Pay Slip

- Enables you to generate the pay slips for the employees selected.

2) Print Payroll Summary

- Enables you to analyze the payroll for the month like wages, claims, unpaid leave, allowance, etc.

3) Print Coinage Report

- Enables you to count the number of currency notes/coins required for the pay amount.

4) Print Cheque Listing Report

- Enables you to generate the individual pay amount for bank.

5) Print Credit Bank Report

- Enables you to generate the individual pay amount via Direct Transfer service.

6) Government Reports

- Enables you to generate government reports, such as EPF Borang A, Income Tax EA, Sosco Borang 8A, etc.

7) Print Yearly Payroll Report

- Enables you to go generate 12 months payroll reports for individual employees.

8) Print Yearly Individual Report

- Enables you to choose the employees to view the detail 12 months payroll.

SQL Payroll Leave

This module is used for maintaining employee's leave, calendar and attendance reports.

It consists of 3 sections:

a) Maintenance

b) Leave Entitlement Processor

c) Leave Application

d) Reports

Maintenance Leave

1) Maintain Calendar

- Enables to set company calendar for a year, e.g. set the company rest day, public holiday, etc.

2) Maintain Leave Type

- Enables you to define the leave type, e.g. annual leave, medical leave, maternity, unpaid leave, etc.

- You can define the types of leave as below:

a) Is Entitled

b) Is Unpaid

c) B.Forward

3) Maintain Leave Group

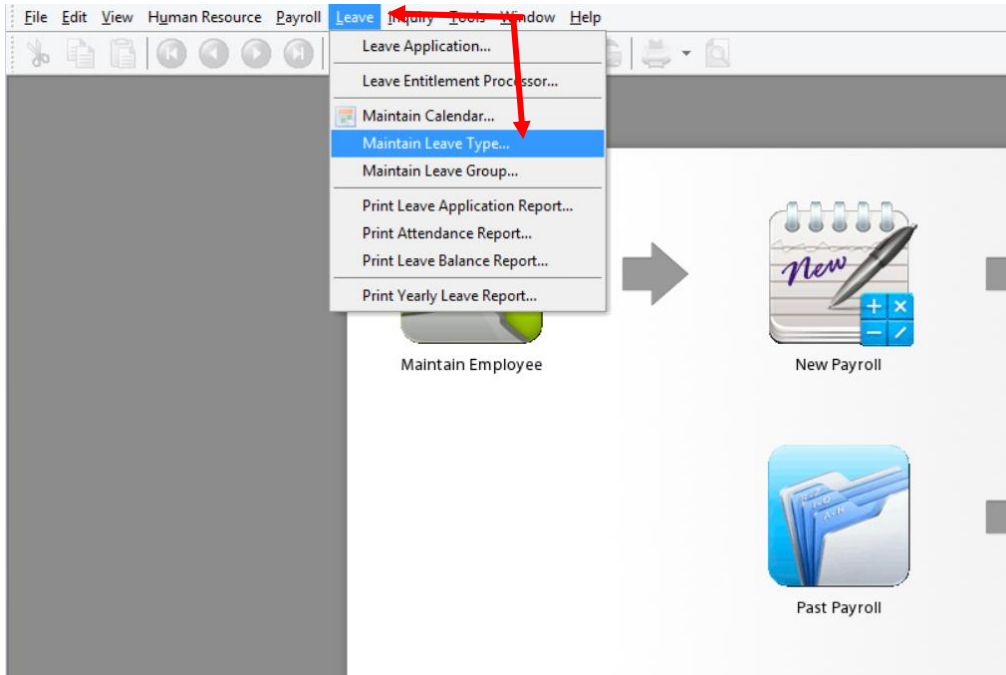
- Enables you to customize leave policies for different levels of employees in the company.

- You can customize the scripts (under Tools → Maintain Script...) and set in the Leave Group.

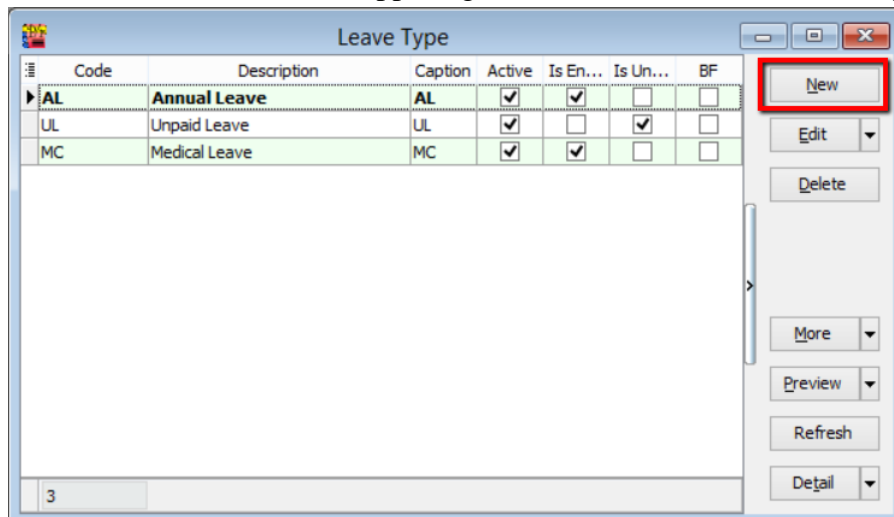
Maintain Leave Type

- You need to make sure that you have done the settings for leave type and leave group before you can assign leave group to your employees. “**Leave Type**” means the nature of the leave, while “**Leave Group**” is the grouping of employees according to their leave entitlement.

Step 1: Point to “Leave” tab and select “Maintain Leave Type”



Step 2: Click “New” button on the upper right corner to create New Leave Type



Step 3: Insert details such as code, description, caption, Is Entitled and then SAVE.

The screenshot shows a 'Leave Type' form with the following fields and options:

- Code: MaL
- Description: Maternity Leave
- Caption: MaL
- Is Entitled:
- Is Unpaid:
- B.Forward:
- Style: 123
- Active:
- Buttons: New, Edit, Delete, Save (highlighted), Cancel, More, Preview, Refresh, Browse, Set as Default

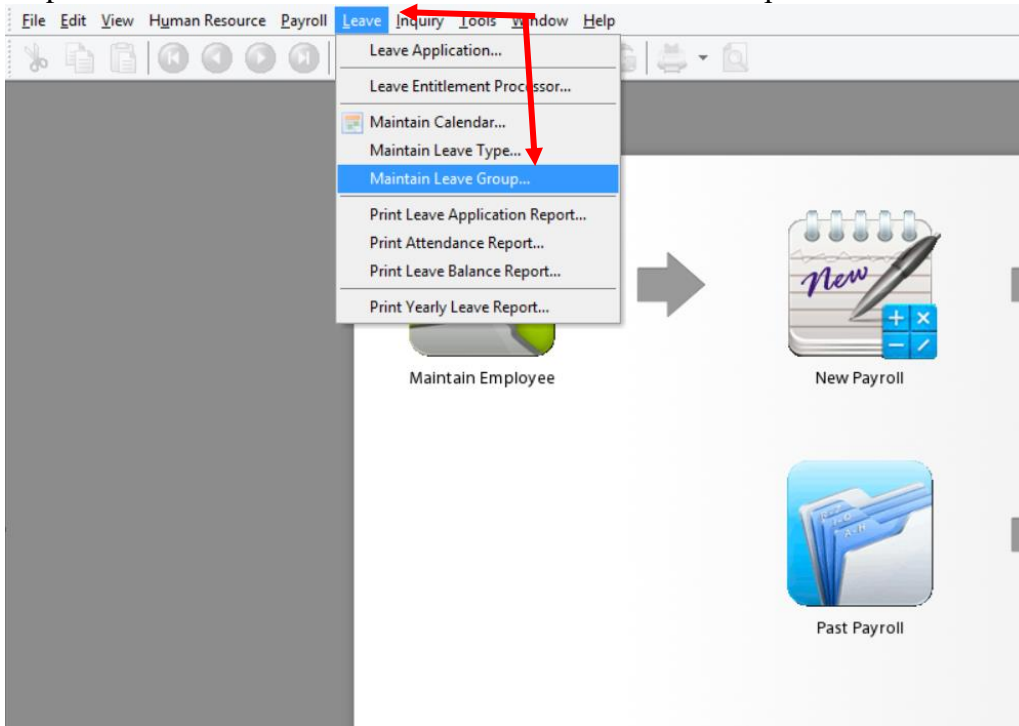
The screenshot shows a 'Leave Type' table with the following data:

Code	Description	Caption	Active	Is En...	Is Un...	BF
AL	Annual Leave	AL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UL	Unpaid Leave	UL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MC	Medical Leave	MC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MaL	Maternity Leave	MaL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

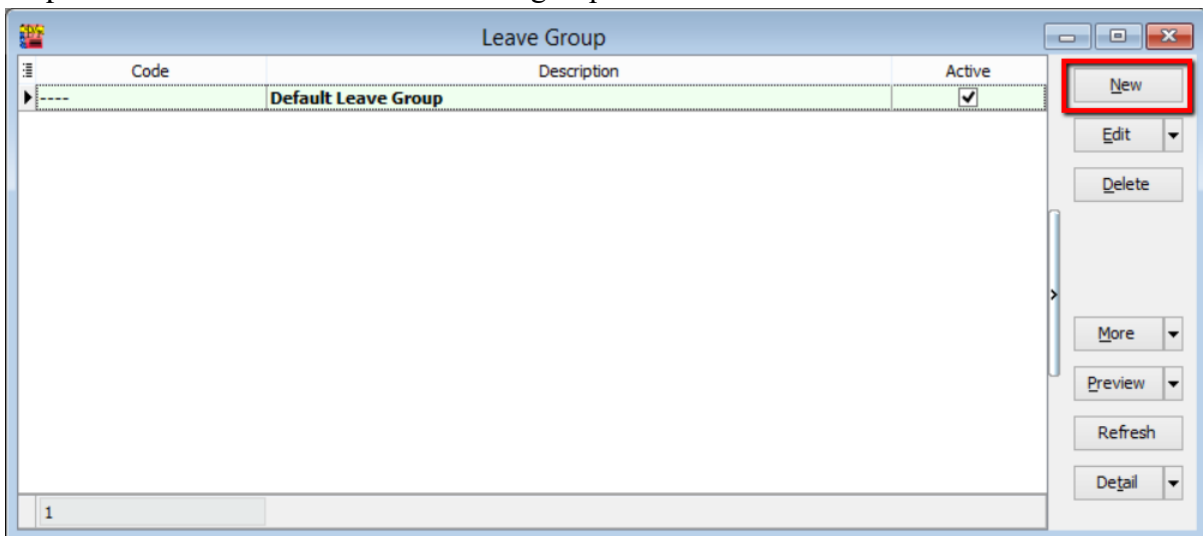
The 'MaL Maternity Leave' row is highlighted with a red box. The table also includes a 'Detail' button on the right side.

Maintain Leave Group

Step 1: Select “Leave” tab and click “Maintain Leave Group”



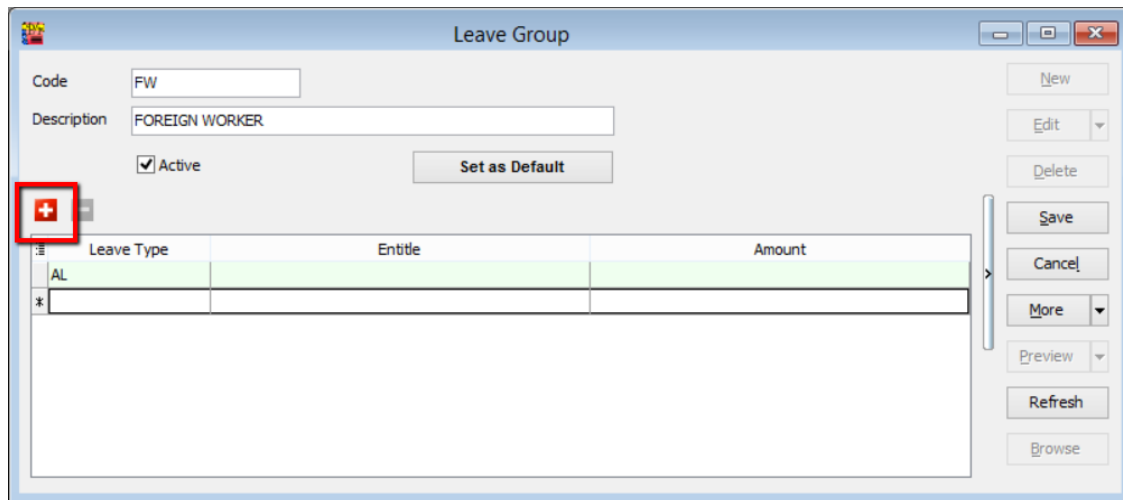
Step 2: Click “New” to create new leave group.



Step 3: Assign a code for your new leave group.

e.g. FW for “Foreign Worker”;

Click the “+” button to select the entitled leave type for this particular leave group.

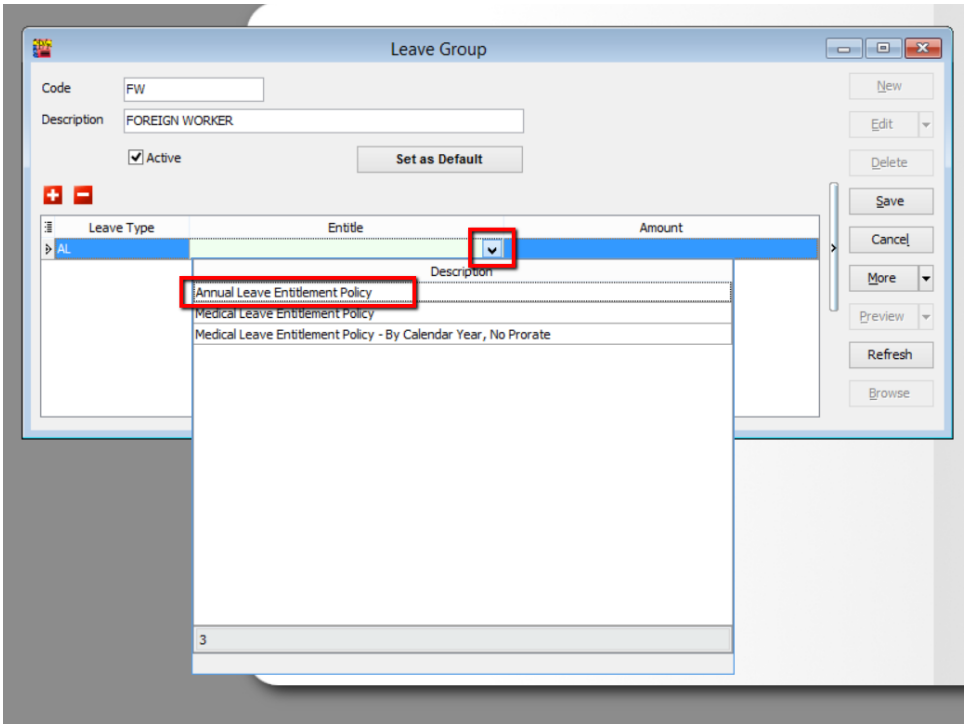


Step 4: E.g. “Annual Leave (AL)”

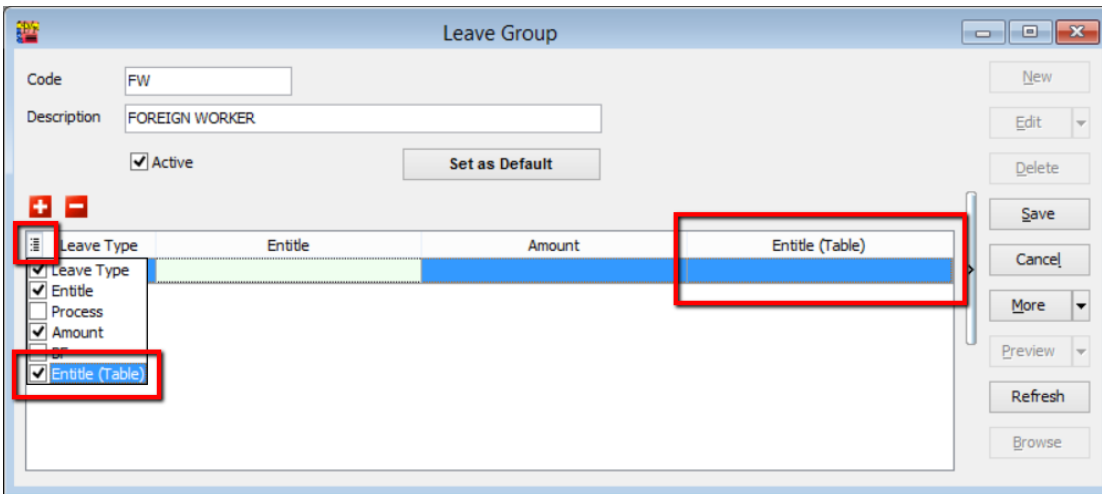
By default, the calculation for “Annual Leave” is as below:

Year of Service (Years)	Day of Leave Entitled (Days)
1 to 2	8
3 to 4	12
>4	16

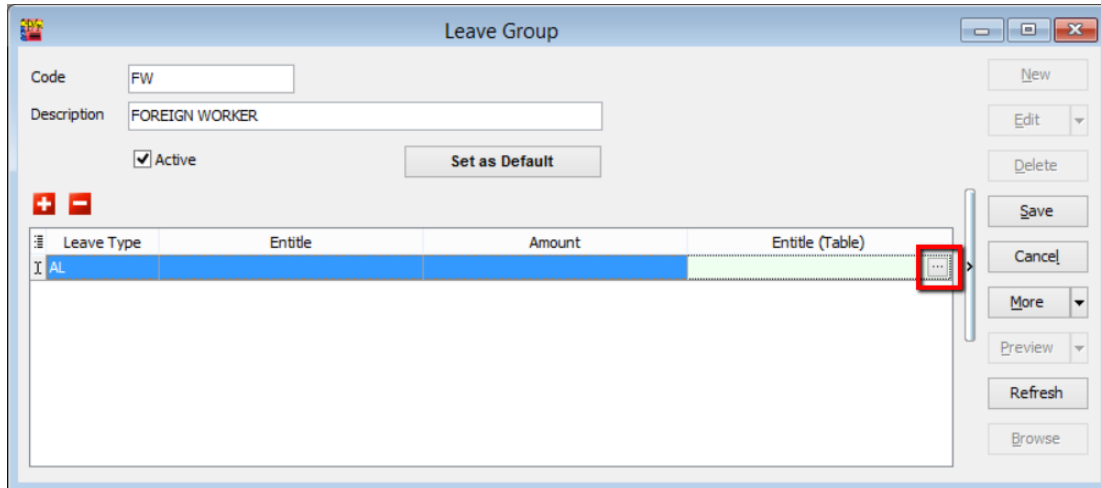
If your company’s annual leave policy follows this default setting, you can point to the “**Entitle**” tab and select “**Annual Leave Entitlement Policy**”. The calculations will follow the default settings.



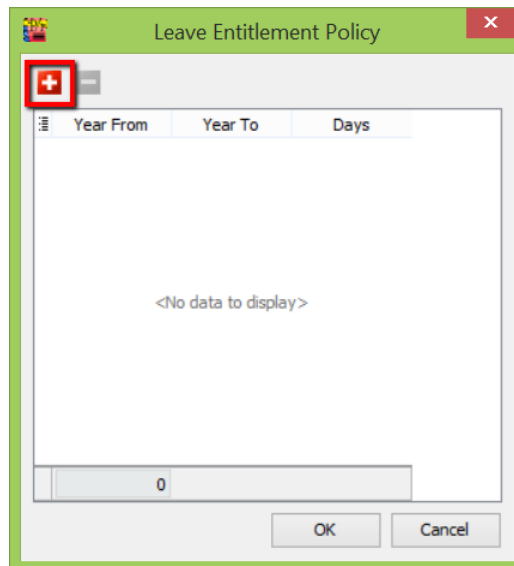
Step 5: If your company does not follow the default annual leave settings, you can always customise your own calculations by selecting the “Entitle (Table)” column.



Select “...” button under “Entitle (Table)” tab.



Click the “+” button to select the row bar for you to key in the “Year From”, “Year To” and “Days”.

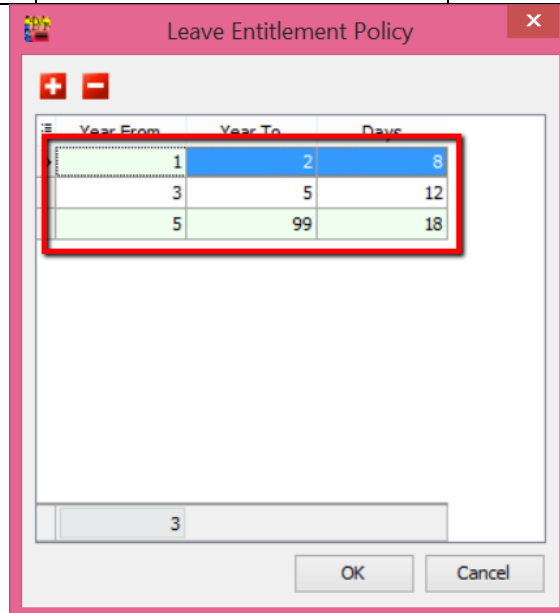


1) E.g. if your company’s policy is as below:

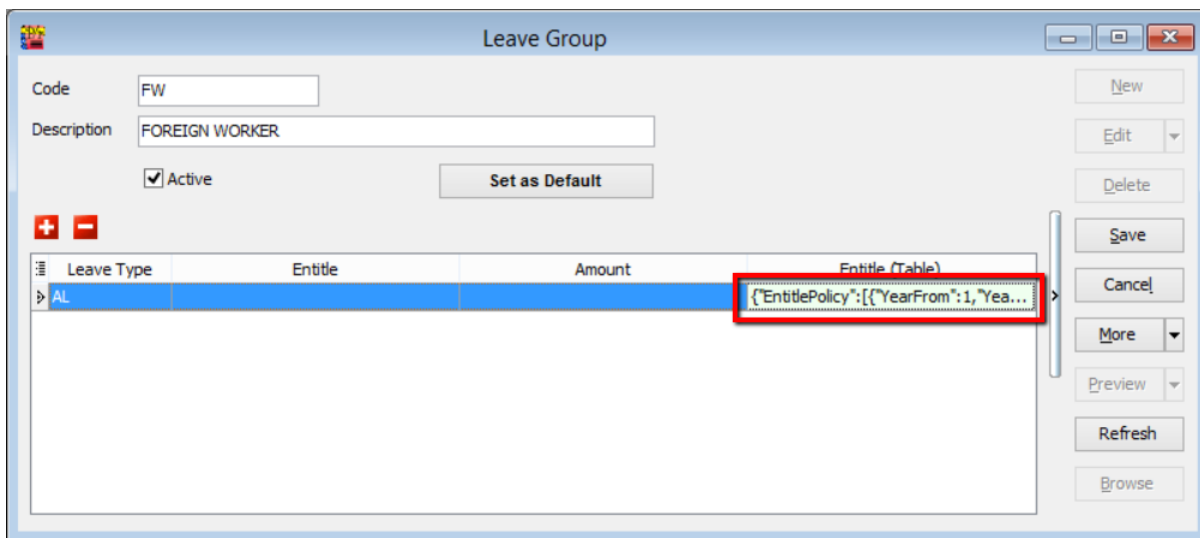
Year of Service (Years)	Day of Leave Entitled (Days)
1 to 2	8
3 to 5	12
>5	18

You need to key in the table as below:

Year From	Year To	Days
1	2	8
3	5	12
5	99	18

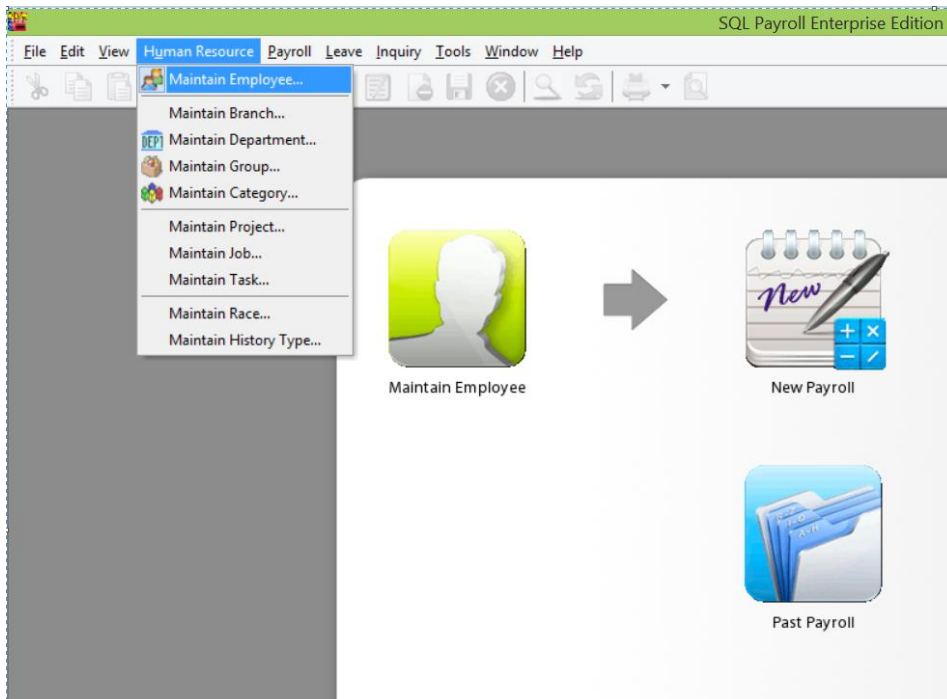


Click **“OK”**. The new calculation will be shown clearly in the **“Entitle (Table)”** column. Click **“Save”**

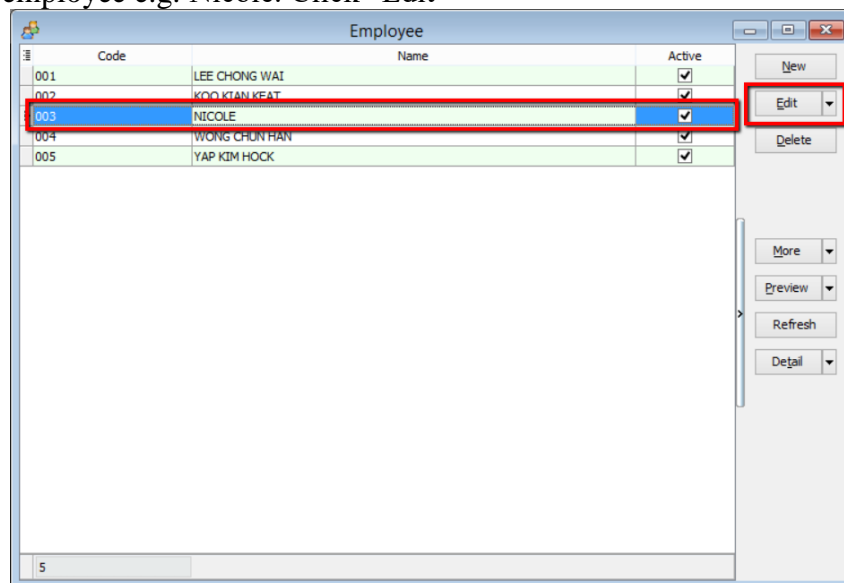


a) **Employee Leave Group Assignment**

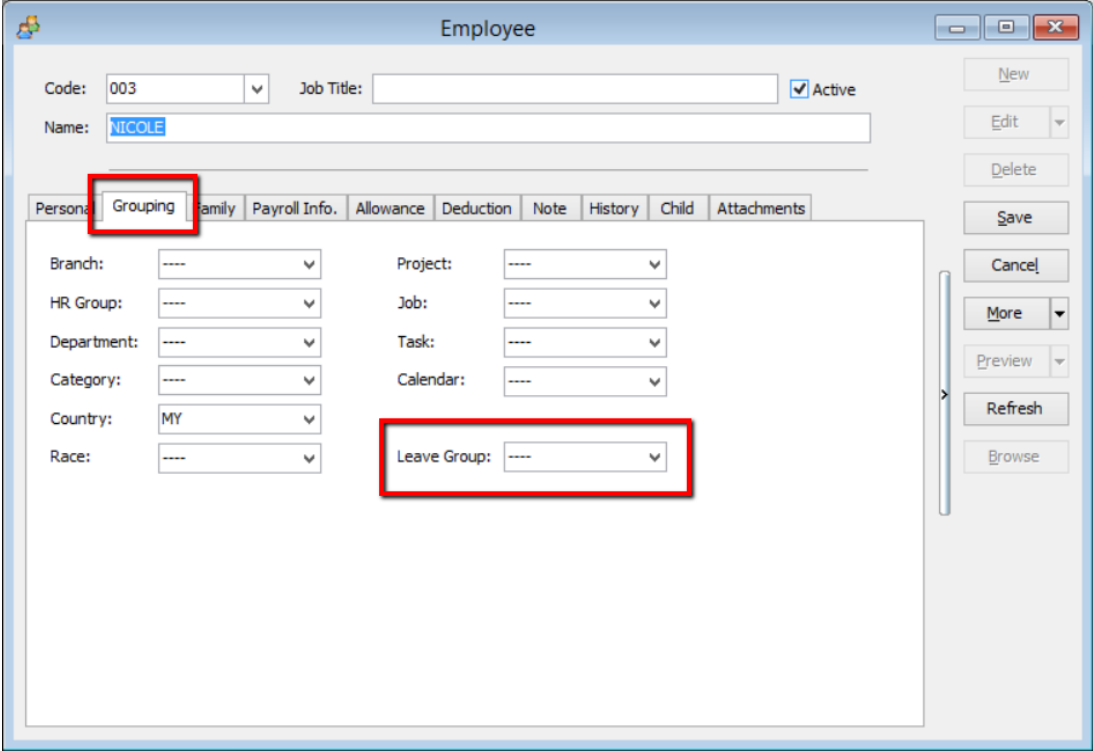
1) Select **“Human Resource”** tab and click **“Maintain Employee”**



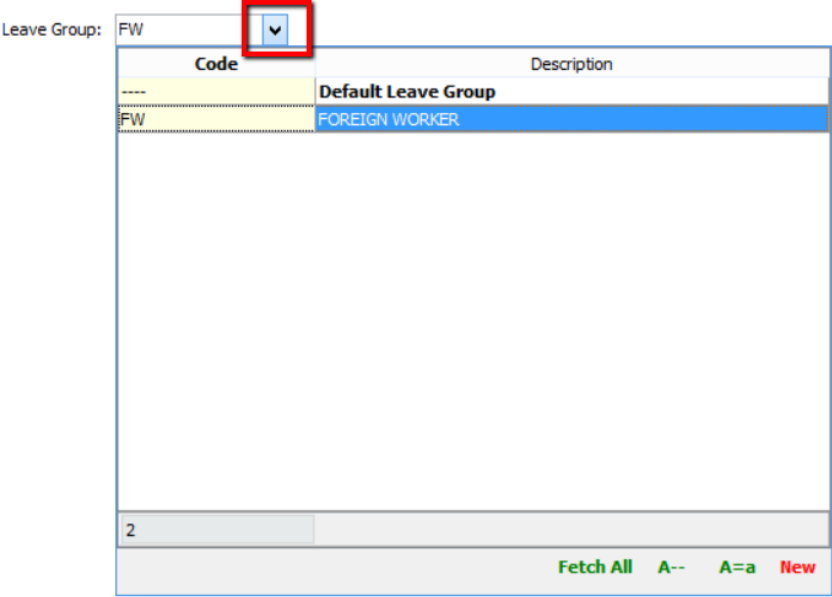
2) Select the employee e.g. Nicole. Click **“Edit”**



3) Click “Grouping” tab, and you will see “Leave Group” at the last panel.



4) Assign relevant leave group; e.g. Foreign Worker (FW), click “Save”



Employee

Code: 003 Job Title: Active

Name: NICOLE

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

Branch:	----	Project:	----
HR Group:	----	Job:	----
Department:	----	Task:	----
Category:	----	Calendar:	----
Country:	MY	Leave Group:	FW
Race:	----		

Save

Cancel

More

Preview

Refresh

Browse

Leave Application

To record each employee's leave application. You can input any types of leave that you have defined in Maintain Leave Type.

You can set the calendar into an individual employee in Maintain Employee. It will be shown in the employee leave application.

It can monitor the leave applied based on the up-to-date number of leaves entitlement.

For example,

Annual Leave Entitlement = 12 days

Average Annual Leave Entitlement = 1 day per month

Annual Leave applied for a month;

January = 0 day

February = 1 day

March = 0 day

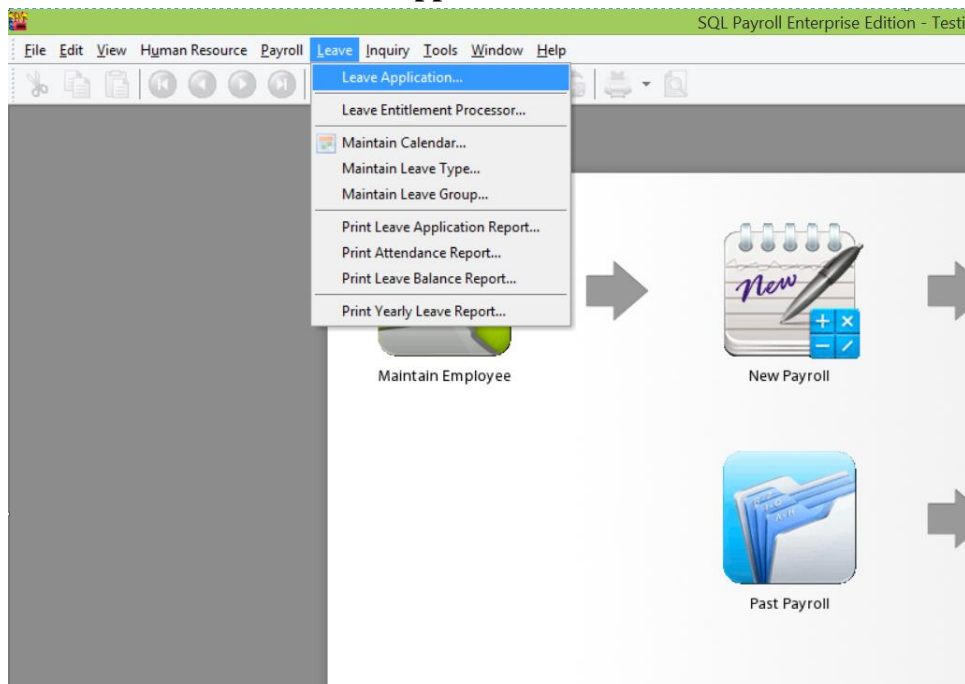
From the above scenario, total annual leave entitled up to the month of April are 4 days including the month of April).

It means the number of annual leaves remaining are (4 – 1) ie 3 days.

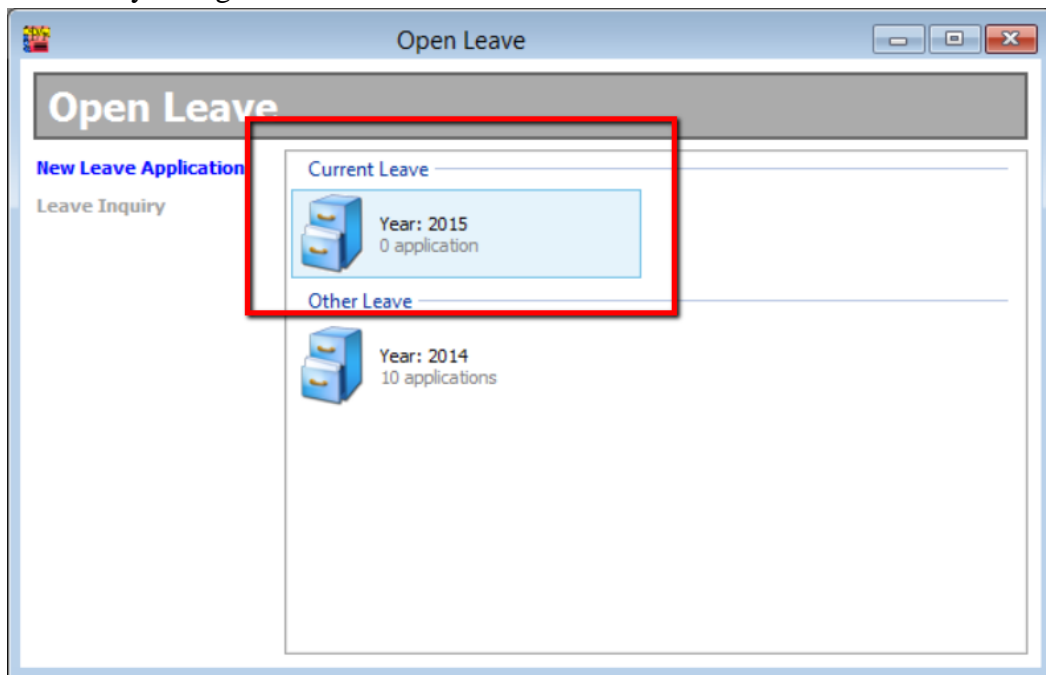
If the employee applies 4 days leave in the month of April, the system will prompt the warning below. "You've taken 5.0 days of Annual Leave, but Annual Leave limit for April is 4.0 days."

You can choose to Allow, Not Allow or Unpaid Leave.

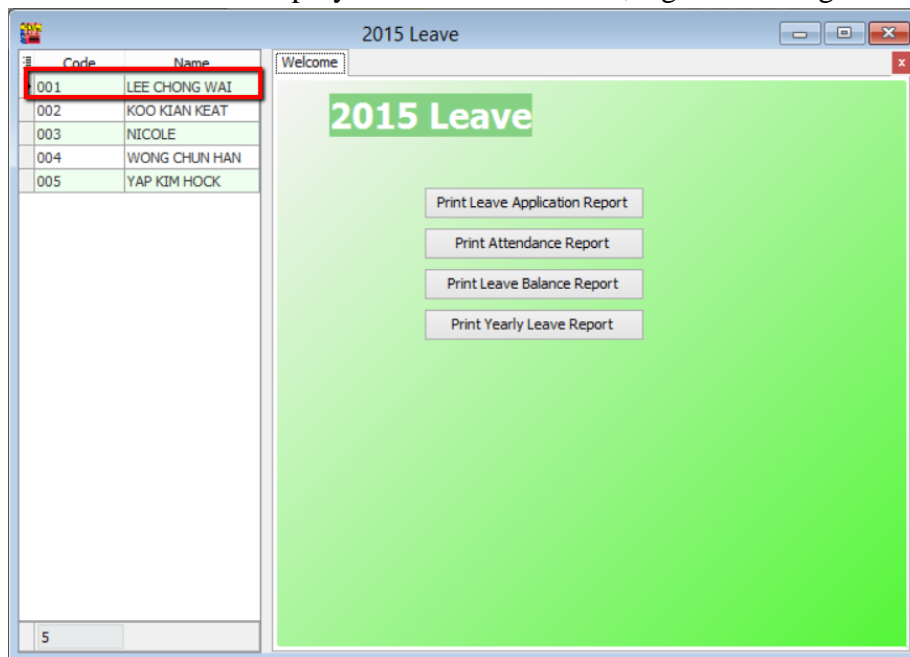
- 1) Select "**Leave**" and click "**Leave Application**"



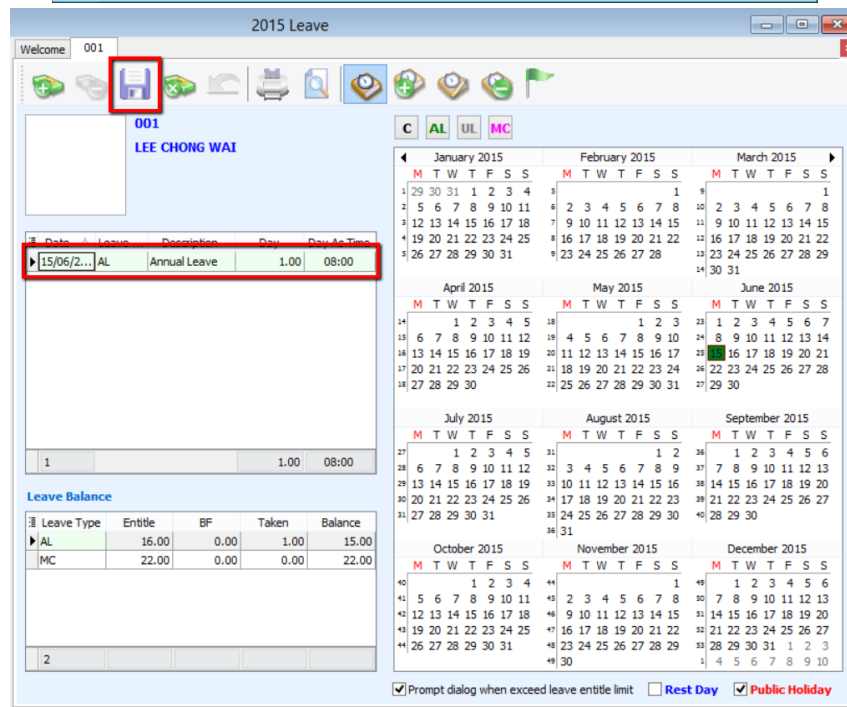
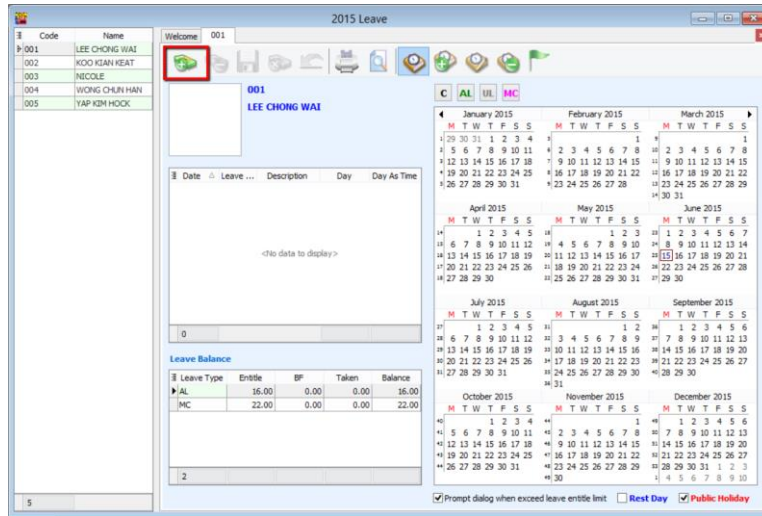
2) Select the year e.g. Year 2015



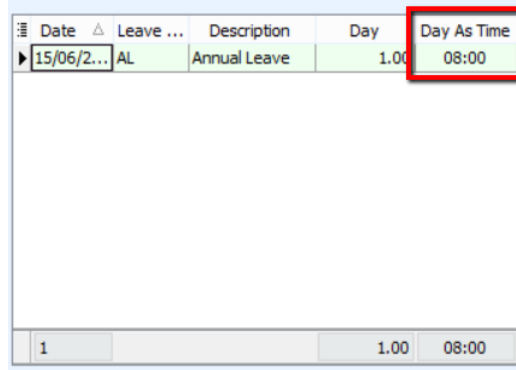
3) Select the name of the employee and double click it; e.g. Lee Chong Wai



- 4) Click the “+” button. A row will appear in the display box where you can select the date, type of leave and the number of days as that your employee applied. Click “Save” once the application is done.



- 5) If your employee applies for half day leave or leave calculated in hours, select “Day As Time” column. 1 working day has 8 working hours.

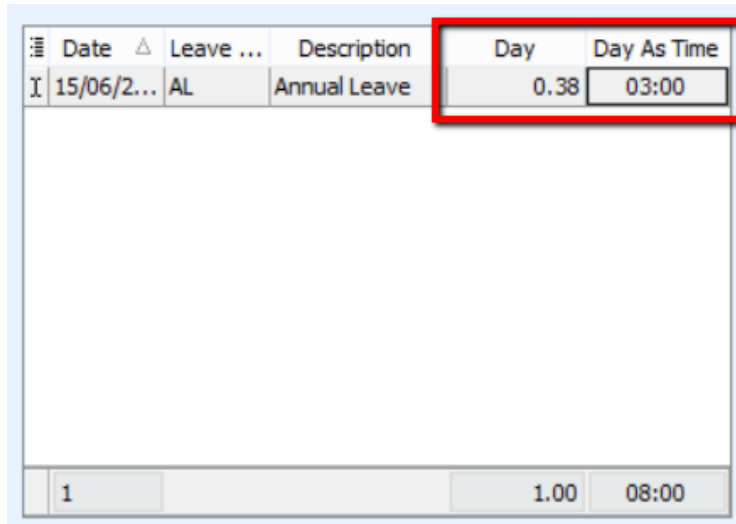


The screenshot shows a table with the following columns: Date, Leave ..., Description, Day, and Day As Time. A single row is visible with the following data: Date: 15/06/2..., Leave ...: AL, Description: Annual Leave, Day: 1.00, Day As Time: 08:00. The 'Day As Time' cell is highlighted with a red box. At the bottom of the table, there is a summary row with the values: 1, 1.00, 08:00.

Date	Leave ...	Description	Day	Day As Time
15/06/2...	AL	Annual Leave	1.00	08:00

1 1.00 08:00

- 6) Select the duration of the leave; e.g. 3 hours. The system will automatically calculate the number of day as 0.38 day.



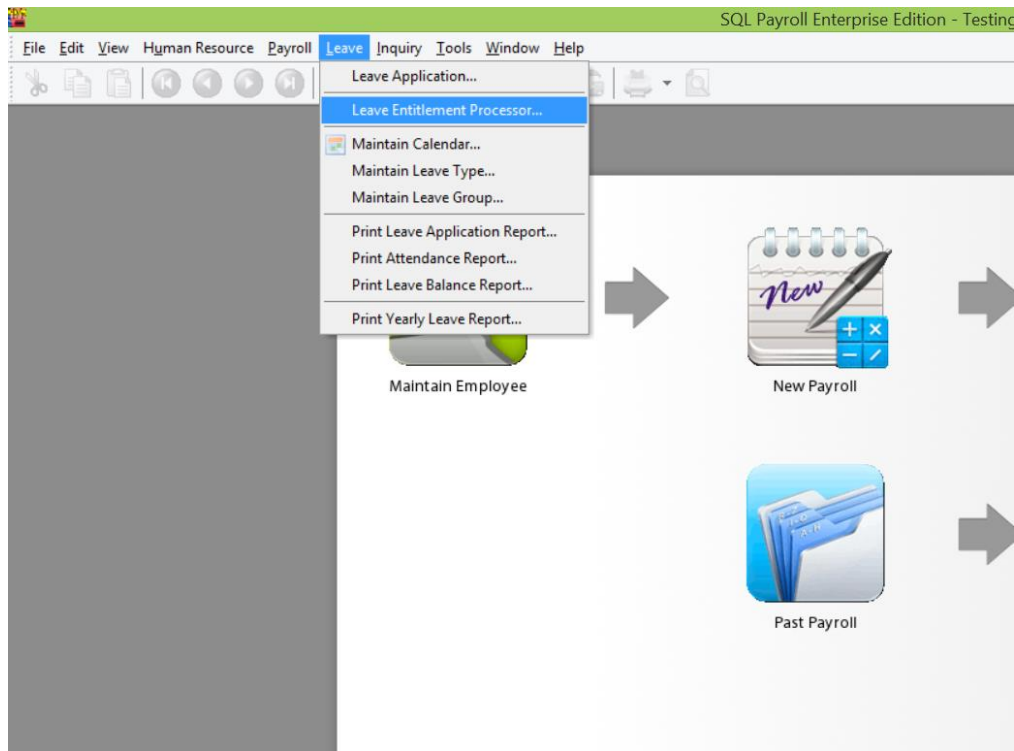
The screenshot shows a table with the following columns: Date, Leave ..., Description, Day, and Day As Time. A single row is visible with the following data: Date: 15/06/2..., Leave ...: AL, Description: Annual Leave, Day: 0.38, Day As Time: 03:00. The 'Day' and 'Day As Time' cells are highlighted with a red box. At the bottom of the table, there is a summary row with the values: 1, 1.00, 08:00.

Date	Leave ...	Description	Day	Day As Time
15/06/2...	AL	Annual Leave	0.38	03:00

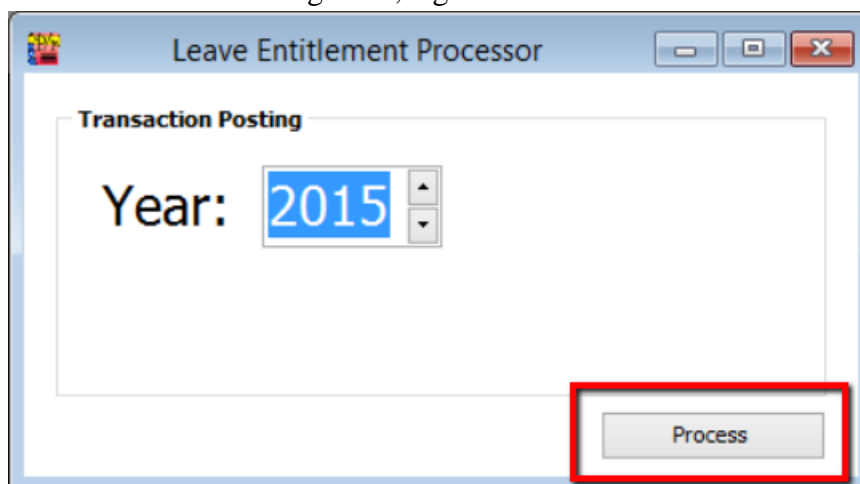
1 1.00 08:00

Leave Entitlement Processor

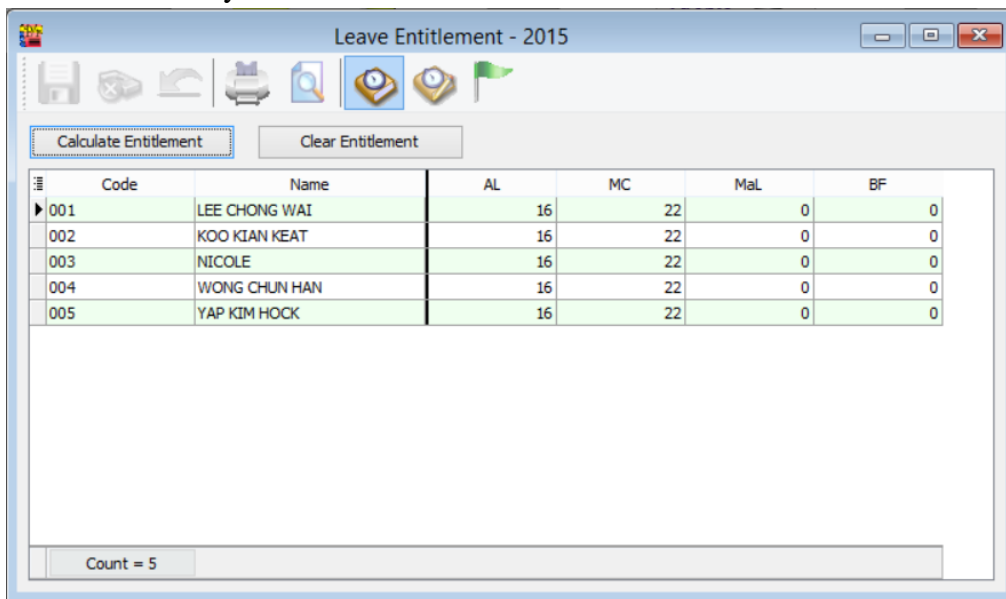
- Enables you to process the annual leave entitlement for each employee based on the leave group.
 - 1) Leave entitlement process can be done once a year. Select “Leave” and click “Leave Entitlement Processor”.



- 2) Select the Transaction Posting Year; e.g. 2015. Click “Process”



- 3) You will see a table showing the number of leaves that each and every employee is entitled to in the year 2015.

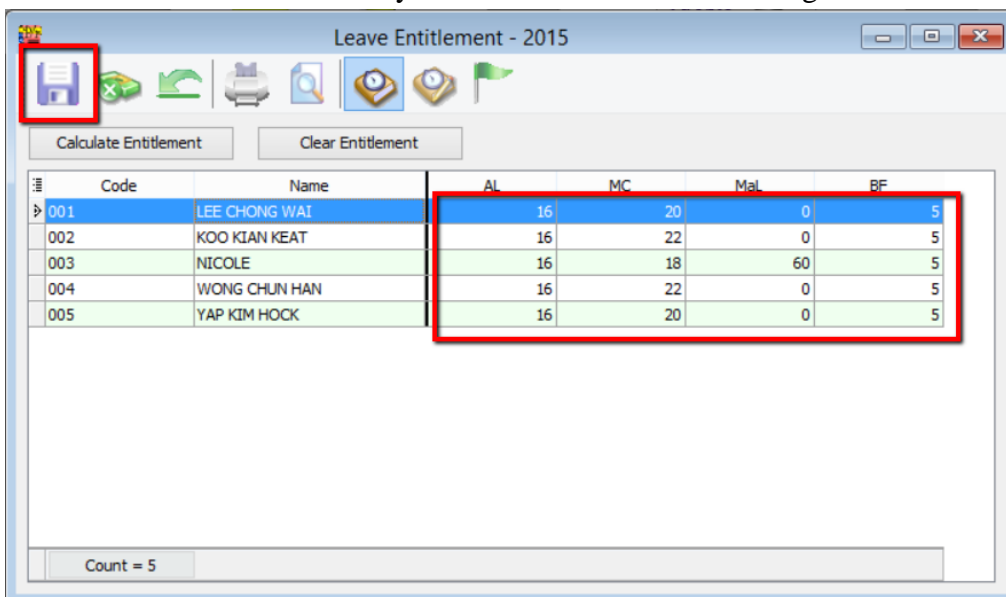


The screenshot shows a software window titled "Leave Entitlement - 2015". It features a toolbar with icons for file operations and a menu. Below the toolbar are two buttons: "Calculate Entitlement" and "Clear Entitlement". The main area contains a table with the following data:

Code	Name	AL	MC	MaL	BF
001	LEE CHONG WAI	16	22	0	0
002	KOO KIAN KEAT	16	22	0	0
003	NICOLE	16	22	0	0
004	WONG CHUN HAN	16	22	0	0
005	YAP KIM HOCK	16	22	0	0

At the bottom of the window, there is a status bar that reads "Count = 5".

- 4) You can edit the number of days. Click "Save" when the changes are done.



The screenshot shows the same software window as above, but with several changes. The "Save" icon in the toolbar is highlighted with a red box. The table data is as follows:

Code	Name	AL	MC	MaL	BF
001	LEE CHONG WAI	16	20	0	5
002	KOO KIAN KEAT	16	22	0	5
003	NICOLE	16	18	60	5
004	WONG CHUN HAN	16	22	0	5
005	YAP KIM HOCK	16	20	0	5

The "AL", "MC", and "BF" columns for all rows are highlighted with a red box, indicating that these values have been edited. The status bar at the bottom still reads "Count = 5".

Leave Reports

1) Print Leave Application Report

- Enables to generate detail leaves taken by each employee for a year.

2) Print Attendance Report

- Enables to generate the attendance performance in %.

3) Print Leave Balance Report

- Analyze the number of days taken for annual leaves, medical leaves, etc.

4) Print Yearly Leave Report

- Generates 12 month total leaves taken for a leave type e.g. annual leave, unpaid leave, medical leave, etc.

Settings

1. How to Perform Leave Brought Forward?

- How to set company annual leave brought forward to next year.

2. Where to key-in PCB Receipt?

- After submitting the PCB, where do we key-in the PCB receipt details in the system?

3. How to key-in opening balance for employee?

- If an employee joins in the middle of the year, and to calculate the correct PCB figure, you need to key-in the opening balance for employee.

4. Where to print out Increment Letter?

- SQL have a built-in increment letter, you can print out directly for each employee.

5. How to import from Excel?

- If you have a lot of employees and you don't want to key in one by one, you can choose to import from Excel as long as you follow our template.

6. SQL View.

- If you have different users who login at the same time and wish to block certain users from viewing e.g. department employees' details, you can block them from viewing.

7. How to give Bonus in SQL Payroll?

- Different companies have different ways to process Bonus e.g. some will pay bonus in the middle of the month then only process salary or some will combine the bonus then process together with month end.

8. How to customize EA form?

- Certain information like tax benefit may not appear in the EA form e.g. car details. You can customize the EA form to insert the information.

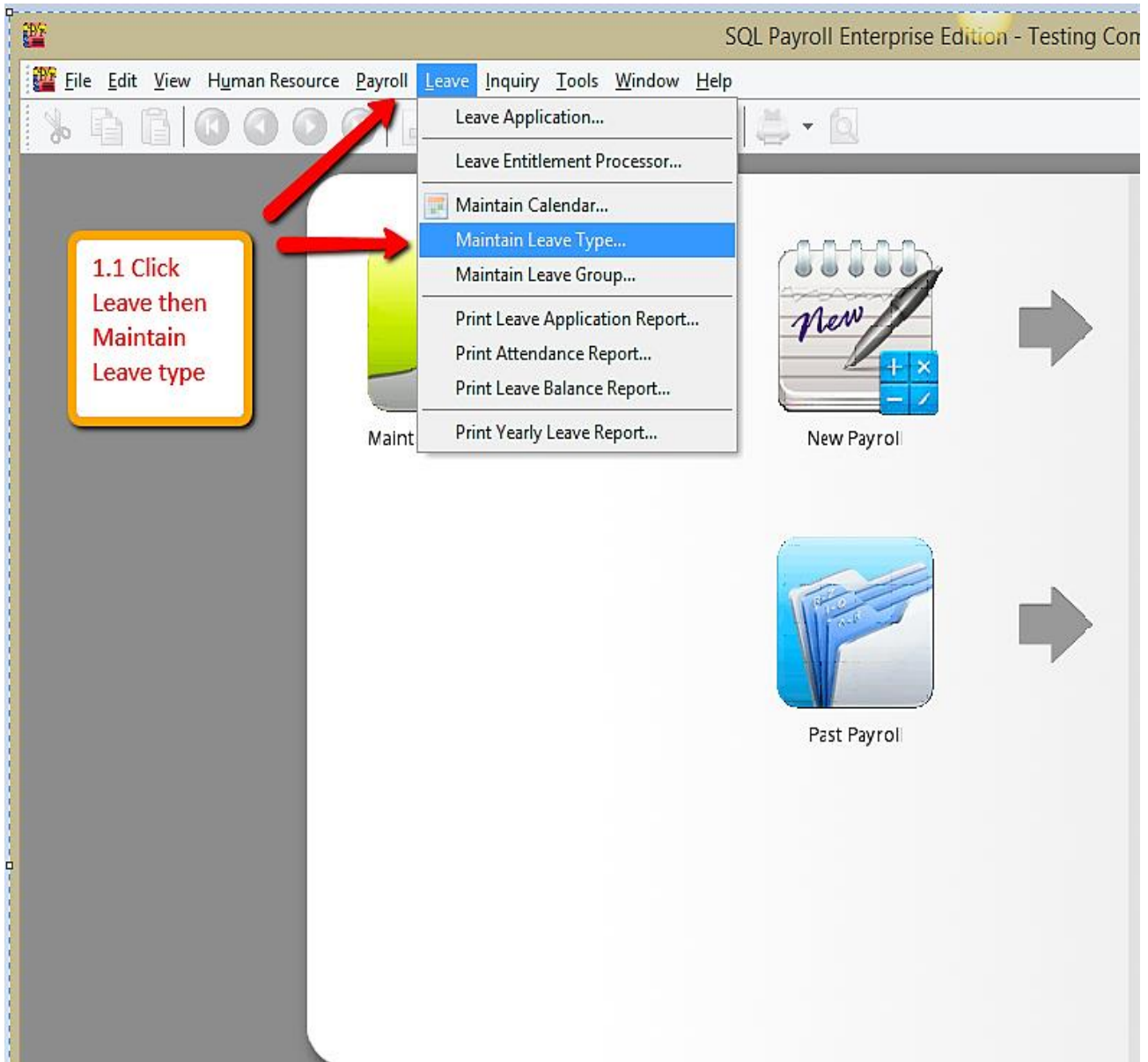
9. Where to key-in tax benefit info?

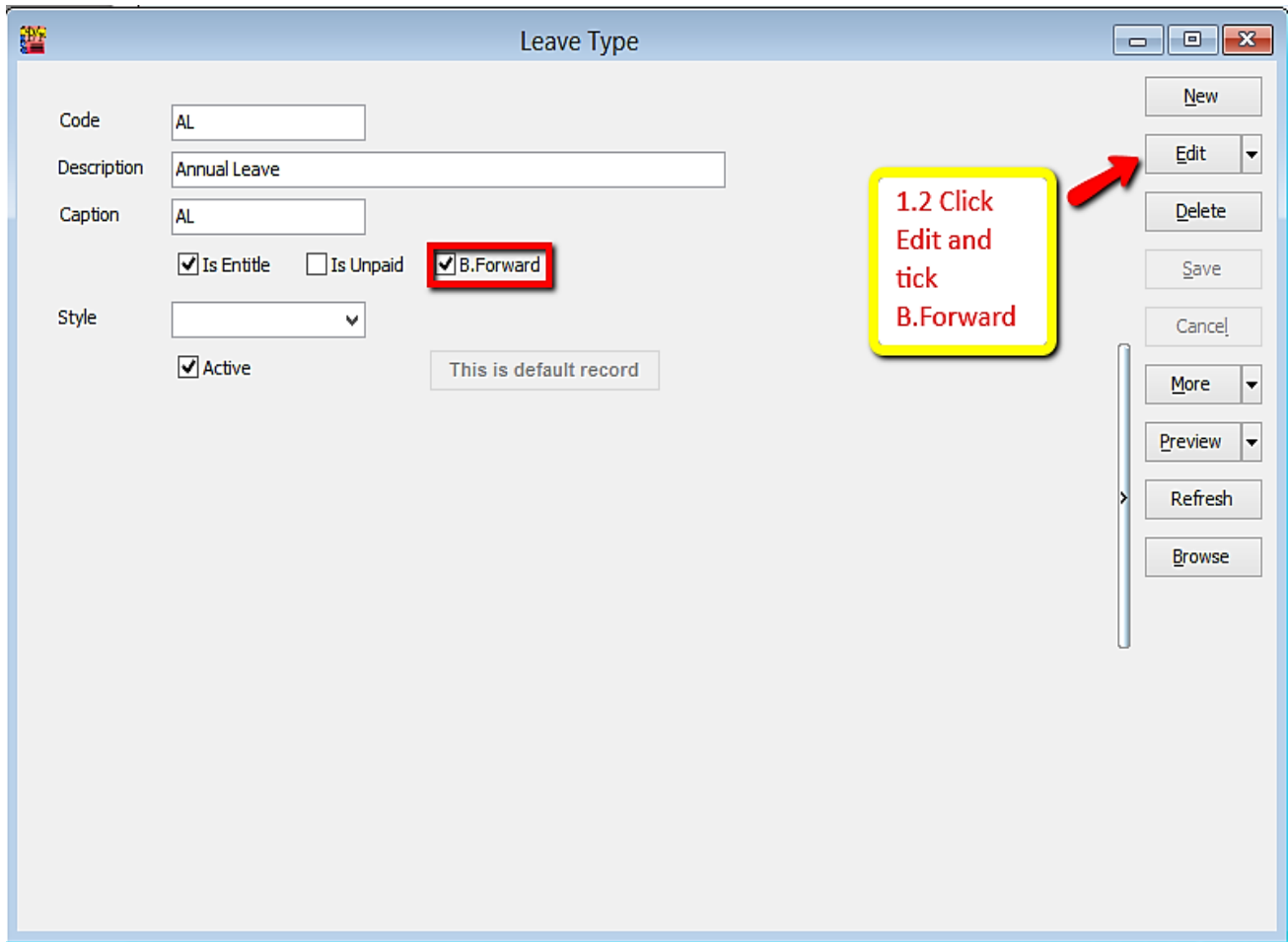
- Some of the employee you might need to update the tax benefit value to display at EA form.

Leave Brought Forward

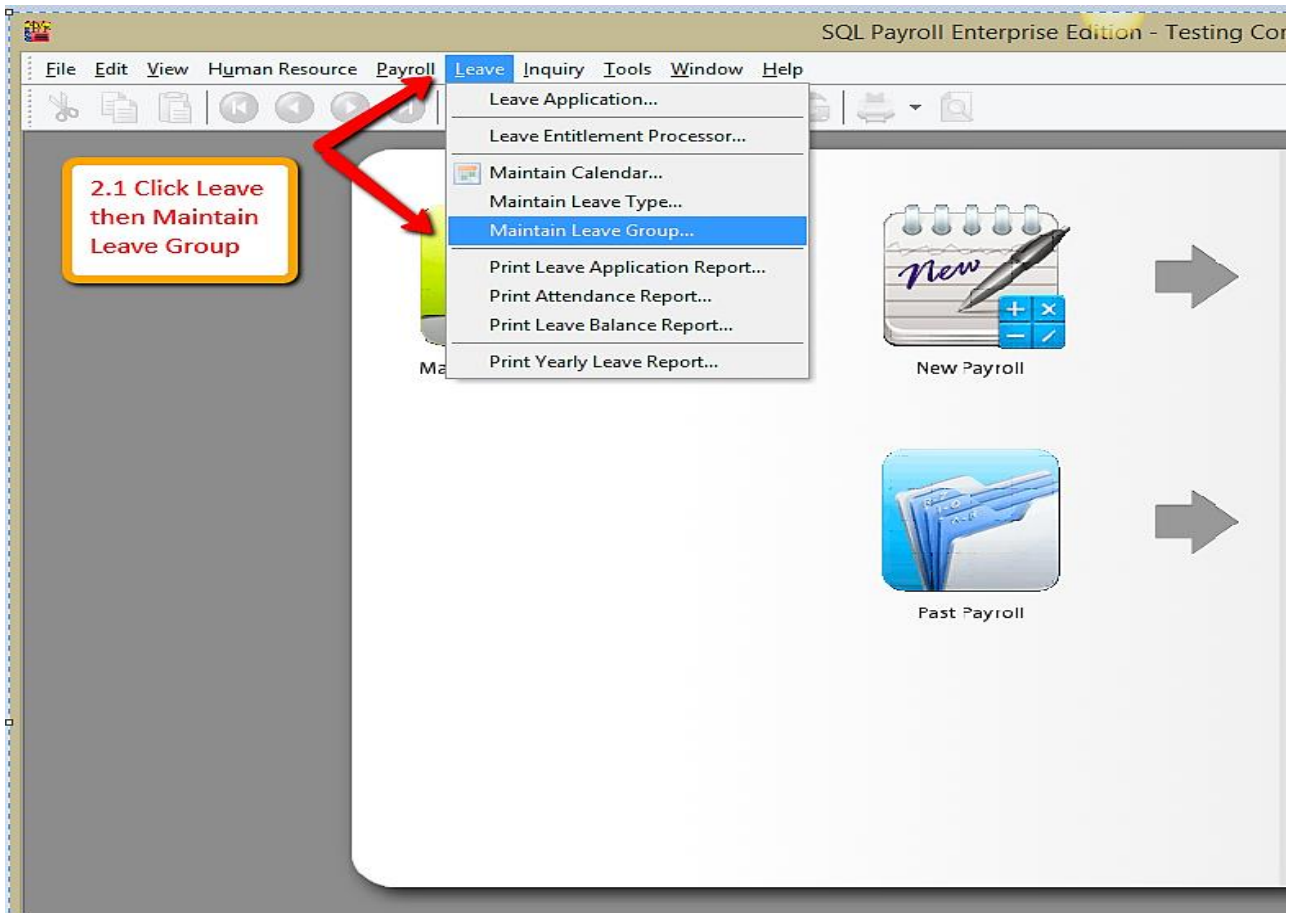
HOW TO KEY IN LEAVE BROUGHT FORWARD

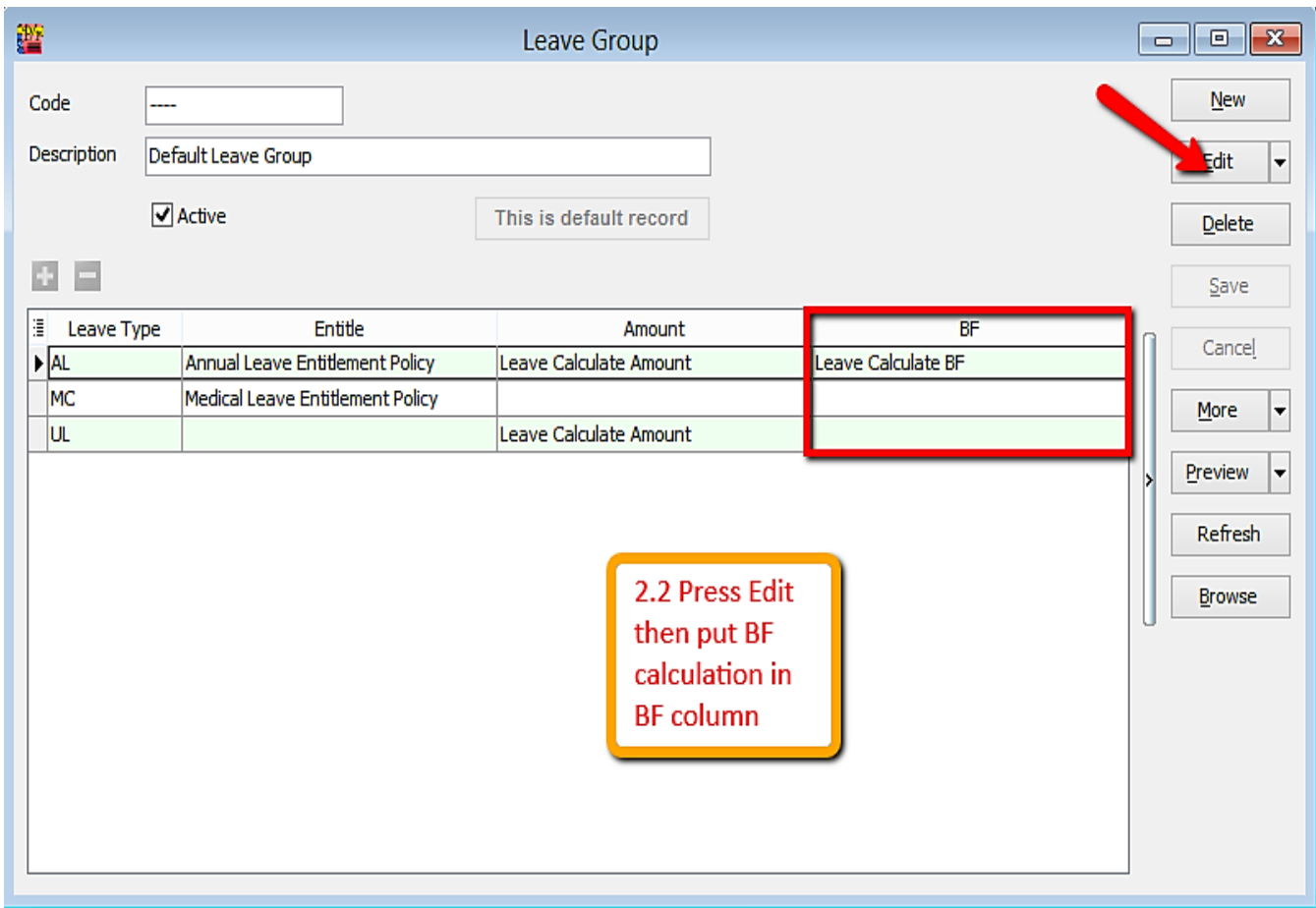
1) Make sure Leave Type brought forward (BF) is ticked.



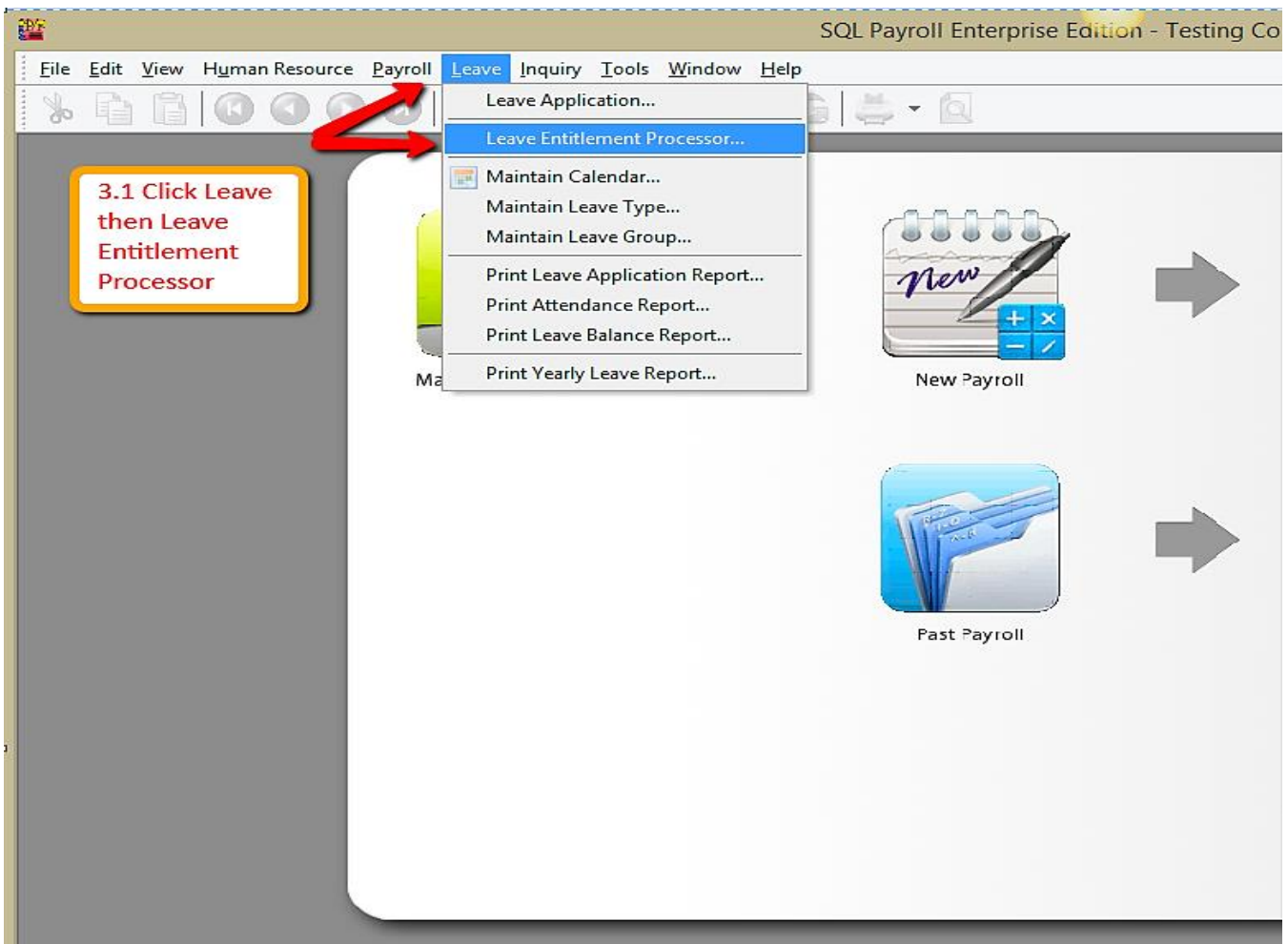


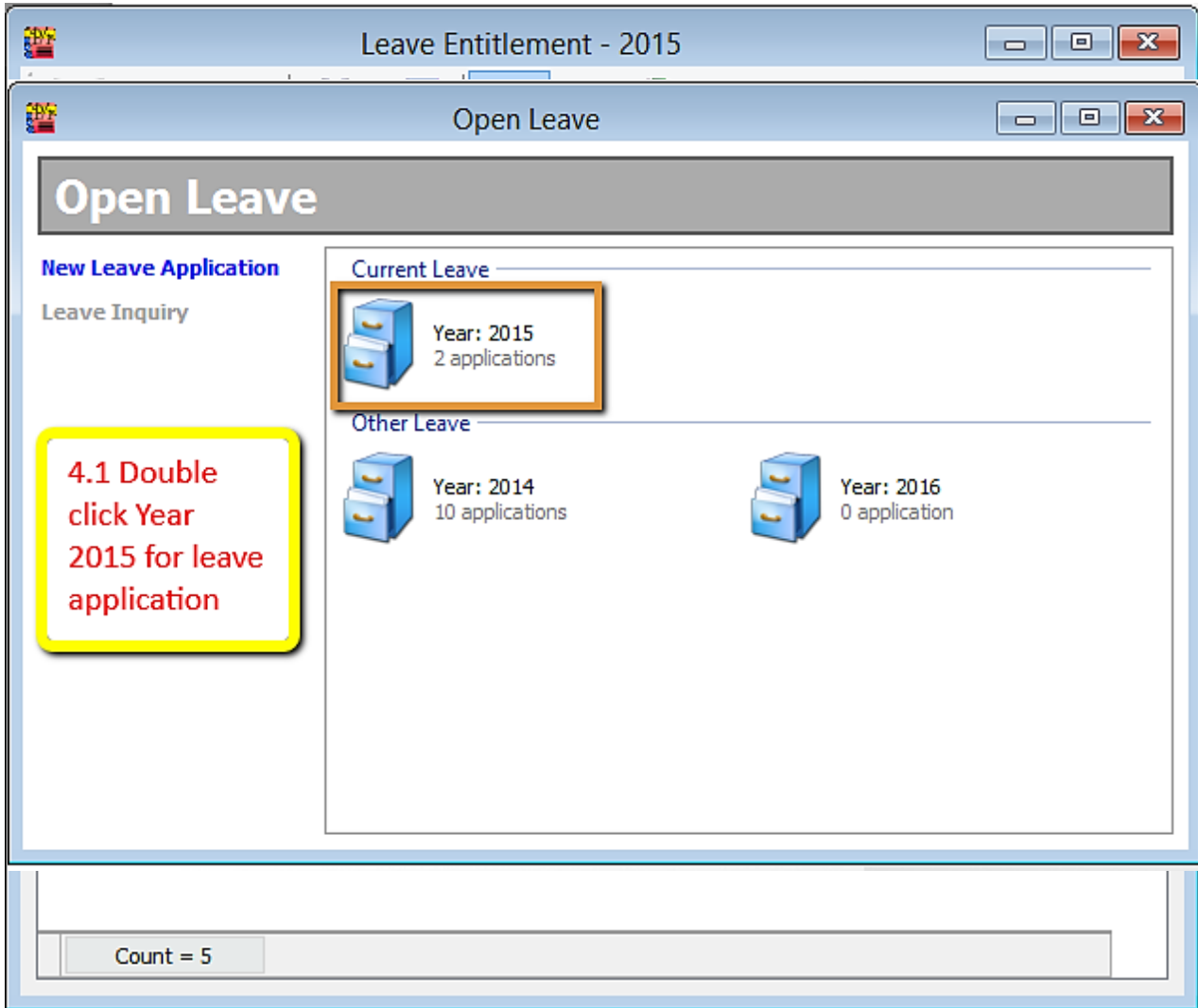
2) Make sure there is calculation for amount of leave brought forward (BF).





3) Key in leave entitlement (may refer to leave settings guide)





4)Apply leave for employees (may refer to leave settings for more details.)
-Leave/Leave Application/Double click Current Leave

2015 Leave

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001

001
LEE CHONG WAI

Date	Leave Type	Description	Day
10/06/2015	AL	Annual Leave	1.00
17/07/2015	AL	Annual Leave	1.00

2 2.00

Leave Balance

Leave Type	Entitle	BF	Taken	Balance
AL	16.00	0.00	2.00	14.00
MC	22.00	0.00	0.00	22.00

4.3 Click '+' button to add leave and filling the leave type.

2015 Leave

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome

2015 Leave

4.2 Double click the employee.
Eg: Lee Chong Wei

5

Preview Leave Balance Report-Leave/Print Leave Balance Report

Leave Balance Report

Year: 2015

Leave Type: [] ... Employee: 001 ...

Branch: [] ... Project: [] ...

Department: [] ... Job: [] ...

Group: [] ... Task: [] ...

Sort By :
 Employee
 Employee Name
 Branch
 Department
 HRGroup
 Project
 Job
 Task

5.1 Choose the employee and apply

Apply

Leave Balance Report

Leave Balance 2015 Preview

Employee Info		Annual Leave				Medical Leave				
Name	ISA...	Entitle	BFDays	Taken	Balance	Entitle	BFDays	Taken	Balance	Entitle
▶ LEE C...	<input checked="" type="checkbox"/>	16.00	0.00	2.00	14.00	22.00	0.00	0.00	22.00	0.0
Count -		16.00	0.00	2.00	14.00	22.00	0.00	0.00	22.00	0.0

The leave balance is 14 days.

6) Open Leave Entitlement for 2016(Repeat step 2)

The screenshot shows a software window titled "Leave Entitlement - 2016". At the top, there are standard window controls (minimize, maximize, close) and a toolbar with icons for file operations and navigation. Below the toolbar are two buttons: "Calculate Entitlement" and "Clear Entitlement". The main area contains a table with the following data:

Code	Name	AL	BF	MC
001	LEE CHONG WAI	16	14	22
002	KOO KIAN KEAT	16	16	22
003	NICOLE	16	16	22
004	WONG CHUN HAN	16	16	22
005	YAP KIM HOCK	16	16	22

A callout box with a pink border contains the text: "In 2016, BF leave of Lee Chong Wei is 14 days." At the bottom of the window, a status bar displays "Count = 5".

Where to key in PCB Receipt

I.e. PCB & CP38 Receipt Number & Date

For an example with this Month (June) with PCB amount of RM1444.90.

Process : Month End (06.2015)
Employee : All
Department : All
Branch : All
Group : All
Project : All
Job : All
Task : All
Pay Type : All
GroupBy : Employee

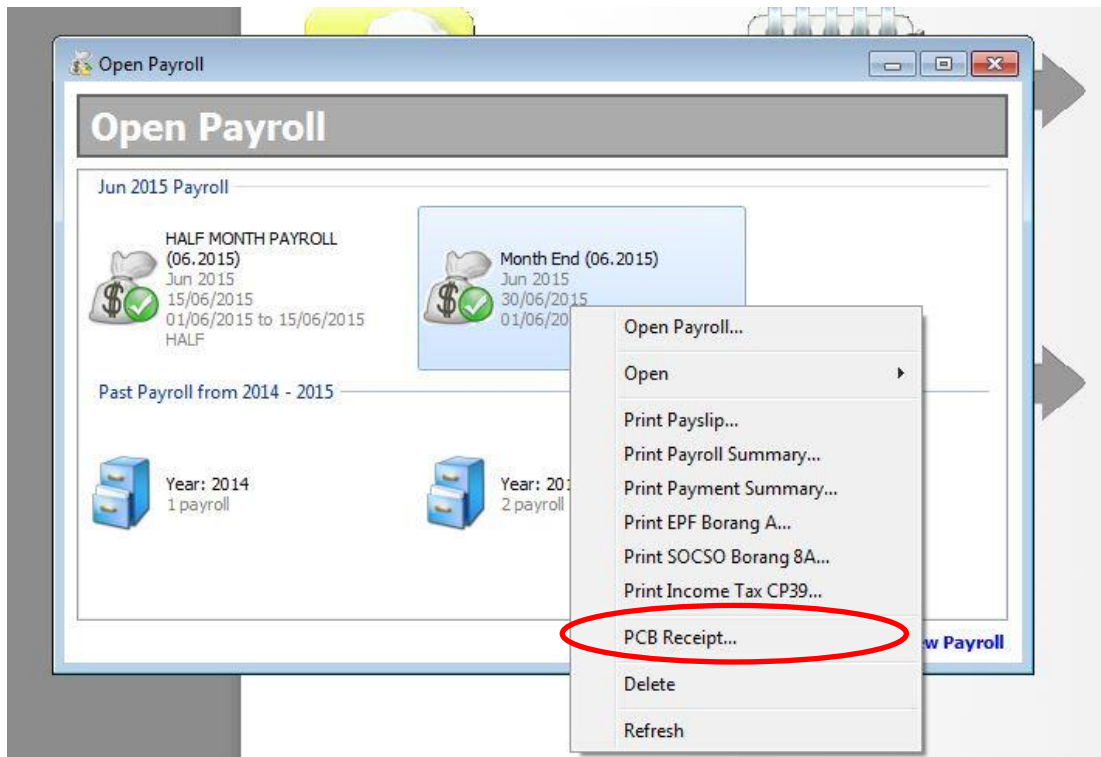
26/06/2015 09:37:58
ADMIN

Payroll Summary

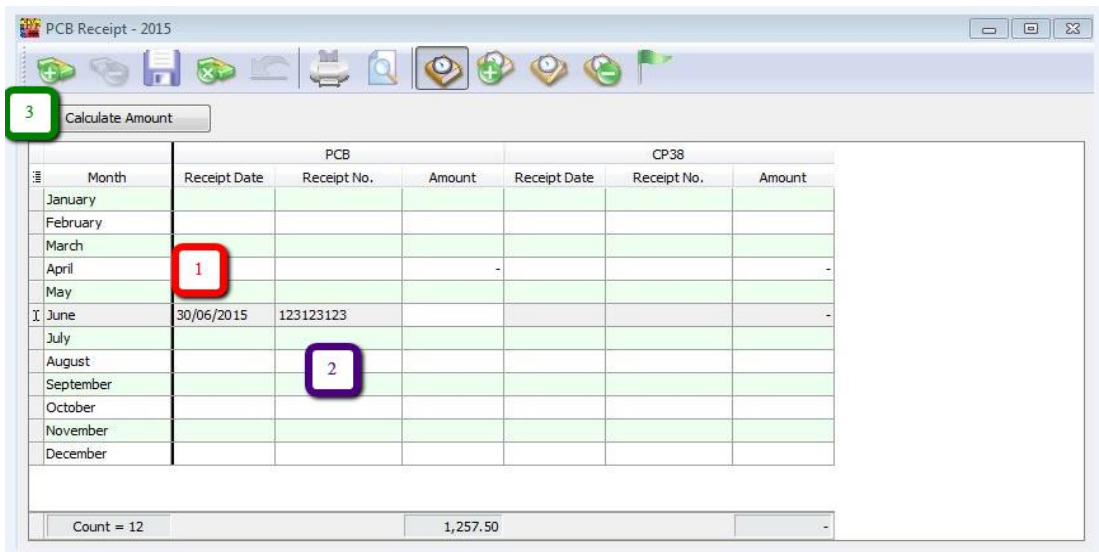
Testing Company () Page 1 of 1

Employee Name	Default Wages	Meal	Handphone	Petrol	Gross Pay	EPF	SOCSSO	PCB Normal	PCB Additional	Gross Deduct
LEE CHONG WAI	12,000.00	80.00	150.00	300.00	12,530.00	-1,386.00	-14.75	-881.30		-2,282.05
KOO KIAN KEAT	9,000.00	120.00			9,120.00	-1,012.00	-14.75	-326.30		-1,353.05
NICOLE	8,000.00	80.00	150.00		8,230.00	-913.00	-14.75	-237.30		-1,165.05
WONG CHUN HAN	5,000.00	80.00	150.00	500.00	5,730.00	-638.00	-14.75			-652.75
YAP KIM HOCK	5,000.00	150.00	300.00	300.00	5,750.00	-638.00	-14.75			-652.75
Grand Total	39,000.00	510.00	750.00	1,100.00	41,360.00	-4,587.00	-73.75	-1,444.90	-	-6,105.65

Right click on the particular Month End process and click PCB Receipt...



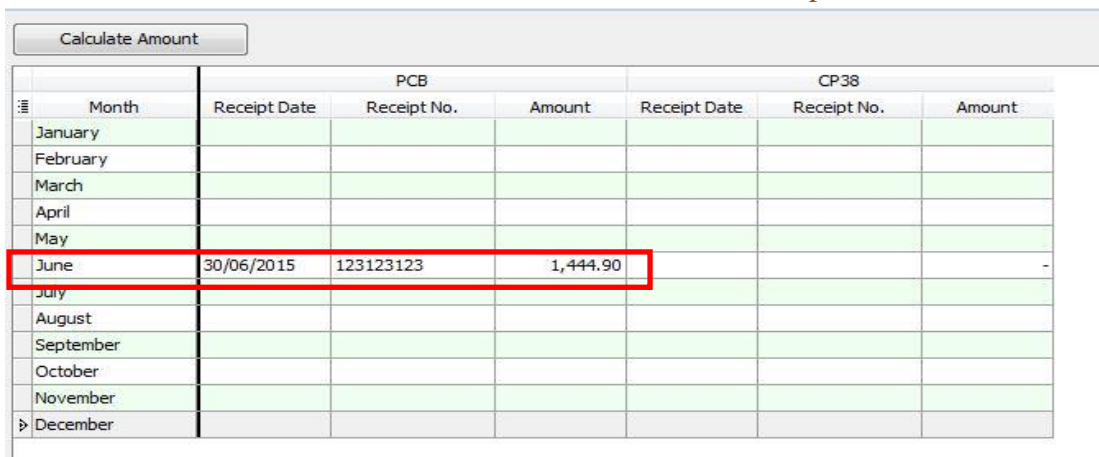
The following screen will be displayed



1 ~ Enter the Receipt Date.

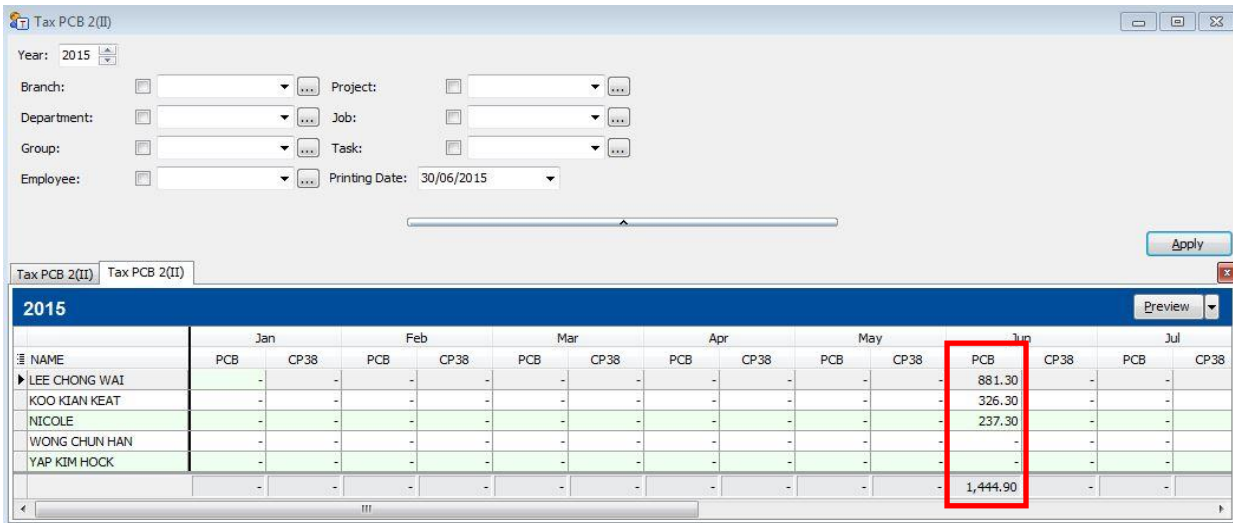
2 ~ Enter the Receipt No.

3 ~ Click calculate amount to show the total amount of PCB u paid that month.



The **TOTAL** PCB Normal amount of the employees will show **RM 1444.90**.

Next, go to **Payroll → Government Reports → Print Income Tax PCB 2(II)...**



Preview the employees Tax PCB 2(II). The following result will show in the report.

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja LEE CHONG WAI
No. Kad Pengenalan 881212014321
No. Fail Cukai Pendapatan
No. Pekerja 001
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM)		No. Resit/ No. Slip Bank/No. Transaksi		Tarikh Resit/Tarikh Transaksi	
	PCB	CP 38	PCB	CP 38	PCB	CP 38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	0.00	0.00				
Mei	0.00	0.00				
Jun	881.30	0.00	123123123		30/06/2015	
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	0.00	0.00				
Jumlah	881.30	0.00				

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja KOO KIAN KEAT
No. Kad Pengenalan 900101101001
No. Fail Cukai Pendapatan
No. Pekerja 002
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM)		No. Resit/ No. Slip Bank/No. Transaksi		Tarikh Resit/Tarikh Transaksi	
	PCB	CP 38	PCB	CP 38	PCB	CP 38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	0.00	0.00				
Mei	0.00	0.00				
Jun	326.30	0.00	123123123		30/06/2015	
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	0.00	0.00				
Jumlah	326.30	0.00				

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja NICOLE
No. Kad Pengenalan 920831105000
No. Fail Cukai Pendapatan
No. Pekerja 003
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

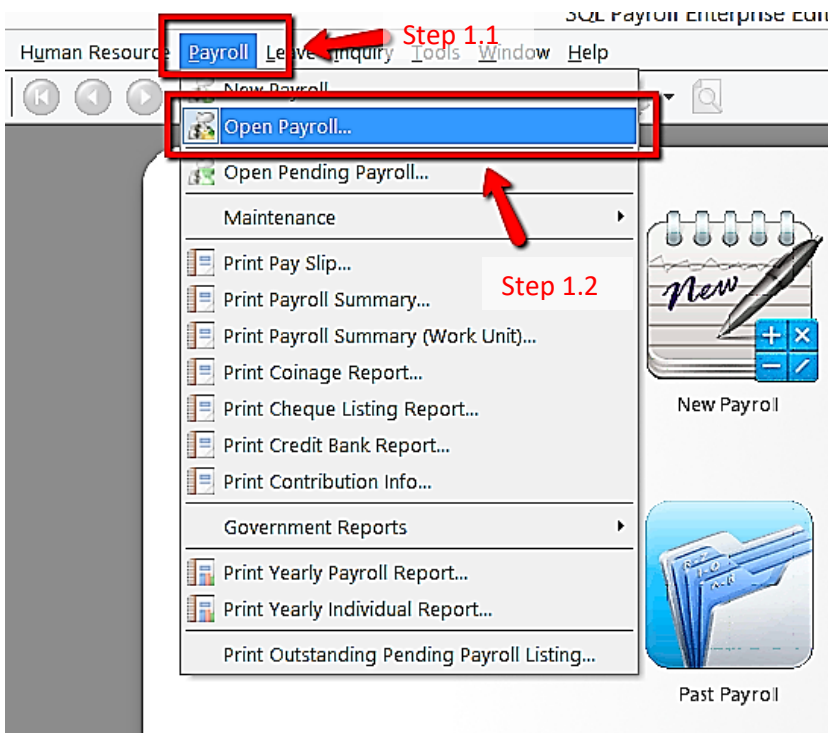
Bulan	Amaun (RM)		No. Resit/ No. Slip Bank/No. Transaksi		Tarikh Resit/Tarikh Transaksi	
	PCB	CP 38	PCB	CP 38	PCB	CP 38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	0.00	0.00				
Mei	0.00	0.00				
Jun	237.30	0.00	123123123		30/06/2015	
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	0.00	0.00				
Jumlah	237.30	0.00				

Opening Balance for Employee

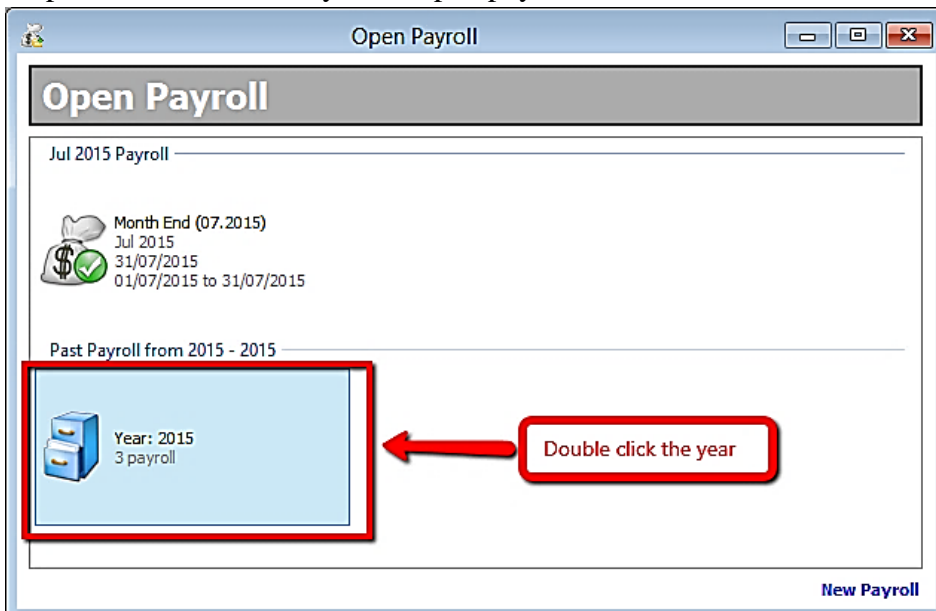
Maintain employee's opening balance is required to be keyed in when the respective employee joins the company in a month **later than January**.

The previous PCB amount is **needed to be keyed in so that the system can correctly calculate the PCB amount** that is required to be paid every month.

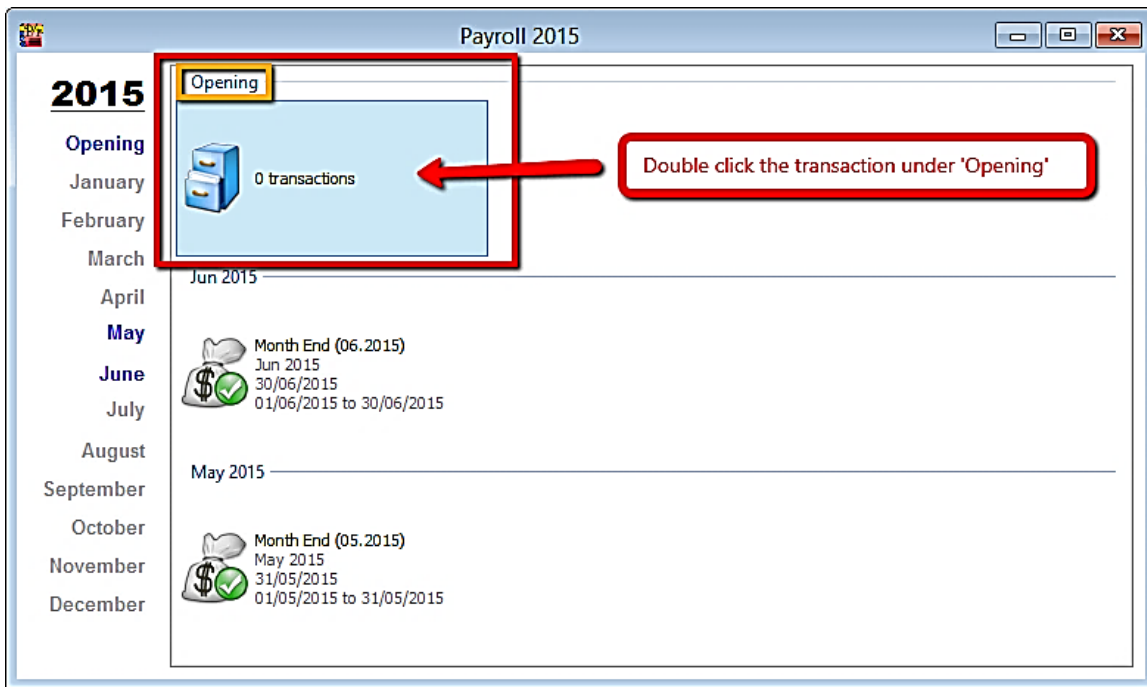
Step 1: Select Open Payroll.



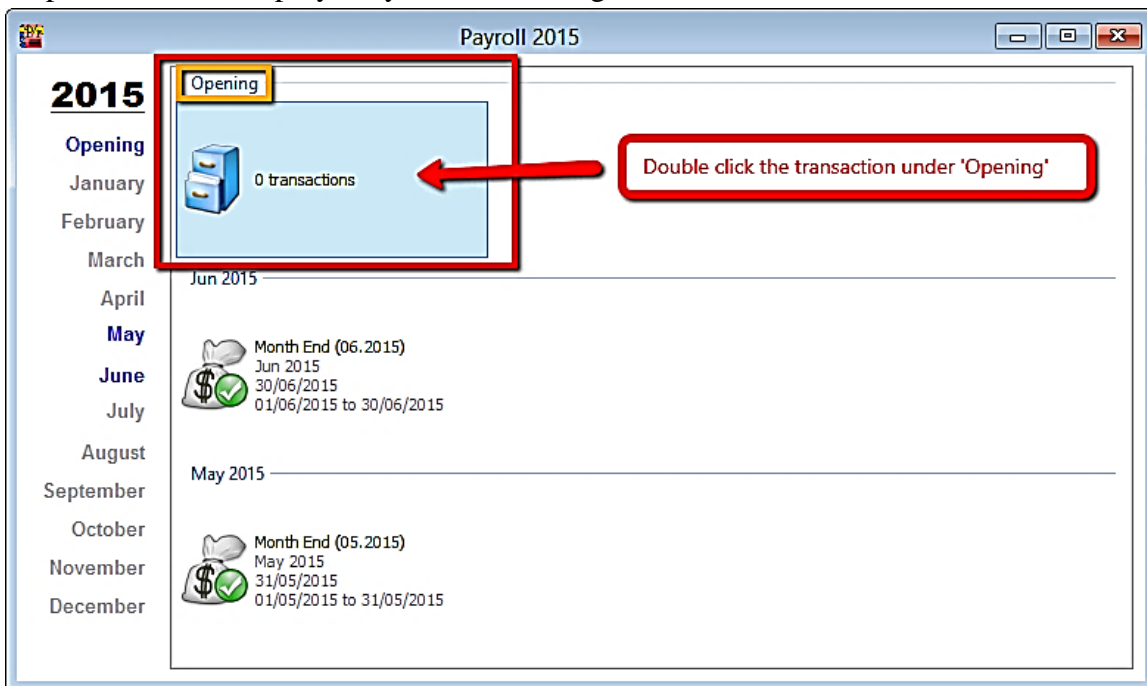
Step 2: Double click the year in open payroll



Step 3: Double click the tab 'Opening'



Step 4: Select the employee by double clicking on the name



Step 5: Key in all the employees' opening balance information

00001

Remember to save after key in

Can enter the amount according to EA form.

Employee themselves need to know if they have any of these in their previous employment

GENERAL	YTD AMOUNT
Normal Remuneration	<input type="text"/>
Normal EPF	<input type="text"/>
Additional Remuneration	<input type="text"/>
Additional EPF	<input type="text"/>
Zakat	<input type="text"/>
Normal PCB	<input type="text"/>
Additional PCB	<input type="text"/>

TAX EXEMPTED ALLOWANCE	
Petrol (Duties)	<input type="text"/>
Parking	<input type="text"/>
Meal	<input type="text"/>
Child Care	<input type="text"/>
Phone	<input type="text"/>
Phone Bills	<input type="text"/>
Award	<input type="text"/>
Loan Interest	<input type="text"/>

TAX RELIEF ITEMS	
Parent Medical	<input type="text"/>
Basic Support Equipment	<input type="text"/>
Education Fee	<input type="text"/>
Medical Expense For Difficult To Cure Disease (Self/Husband/Wife/Child)	<input type="text"/>
Full Medical Examination (Self/Husband/Wife/Child)	<input type="text"/>
Book Purchase	<input type="text"/>
Purchase Of Personal Computer For Individuals	<input type="text"/>
Net Fund In National Higher Education Fund Corporation	<input type="text"/>
Sports Equipment	<input type="text"/>
Wife Alimony	<input type="text"/>
Life Insurance	<input type="text"/>
Annuity	<input type="text"/>
Education & Medical Insurance	<input type="text"/>
Loan Interest	<input type="text"/>

Mapping of SQL 'opening' to EA form

SQL side

00001

GENERAL

(1) Normal Remuneration

(2) Normal EPF

(3) Additional Remuneration

Additional EPF

(4) Zakat

(5) Normal PCB

Additional PCB

TAX EXEMPTED ALLOWANCE

Petrol (Duties)

Parking

Meal

Child Care

Phone

Phone Bills

Award

Loan Interest

EA form

B EMPLOYMENT INCOME, BENEFITS AND ALLOWANCES/PERQUISITES/GIFTS/BENEFITS (Excluding Tax Exempt Allowances) RM

(1) Gross salary, wages or leave pay (including overtime pay)

(3) Fees (including director fees), commissions or bonuses

Gross tips, perquisites, awards/stewards or other allowances (Details of payment)

Income tax borne by the employer in respect of his employee

2. Value of benefits-in-kind:

(a) Motorcars (Actual date provided) (i) Nilai Kereta dan petrol
(Type Year Model) (ii) Nilai Pemandu

(b) Electricity, water, telephone and other benefits

(c) Value of household benefits: (*Delete whichever is not relevant)

(i) Semi-furnished with furniture*/air-conditioners*/curtain*/carpets*, or
(ii) Fully-furnished with kitchen equipment, crockery, utensils and appliance, or
(iii) Separate Items: Furniture and fittings
Kitchen equipment
Entertainment and recreation

(d) Household servant and gardener
(e) Benefit of leave passage for travel
(f) Others (for example food and garments)

3. Value of living accommodation provided (Address)

4. Refund from unapproved Pension/Provident Fund, Scheme or Society

5. Compensation for loss of employment

C PENSIONS AND OTHERS

1. Pensions

2. Annuities or other Periodical Payments

TOTAL

D TOTAL DEDUCTION

(5) Current Year's Monthly Tax Deductions (MTD) remitted to LHDNM

CP 38 Deductions

(4) Deductions for Zakat remitted to the collection authority of Malaysian zakat

E CONTRIBUTIONS TO APPROVED PENSION/PROVIDENT FUND, SCHEME OR SOCIETY

Name of Provident Fund KWSP

(2) Amount of contribution (state the employee's share of contribution only) RM 1,325.00

F PARTICULARS OF PAYMENT IN ARREARS AND OTHER PAYMENTS IN RESPECT OF PRECEDING YEARS (PRIOR TO CURRENT YEAR)

Year of which Paid	Type of Income	Total Payment (RM)	EPF Contribution (RM)	Monthly Tax Deductions (MTD)

Special note for additional EPF and additional PCB

- Additional EPF and additional PCB are used when additional remuneration (bonus, commission, paid leave) is given.
 - In the EA form, normal EPF and additional EPF is group into one.
 - However, SQL recommend users to split the amount for a more detail input.
- For understanding purpose

Wage:
Normal EPF = RM100,000 * 11% = RM11,000

OT:
Normal EPF = RM1,000 * 11% = RM110

Thus, Normal EPF = RM11,110

Bonus:
Add. EPF = RM10,000 * 11% = RM1,100

Month End (07.2015) [Period: 07 / 2015]

Wages:	100,000.00	Allowance:	0.00	Commission:	0.00	Director Fees:	0.00	Bonus:	10,000.00	Advance Paid:	-
Overtime:	1,000.00	Reduction:	-	Claims:	-	Paid Leave:	-	Unpaid Leave:	-	Advance Deduct:	-
Paid Leave:	-	EPF:	12,210.00	Director Fees:	-	Director Fees:	-	Unpaid Leave:	-	Gross Zakat:	-
Director Fees:	-	SOCSO:	14.75	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
Bonus:	10,000.00	Employer EPF:	13,320.00	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
Advance Paid:	-	Employer SOCSO:	51.65	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
		Computerized Calculation		Commission:	-	Director Fees:	-	Unpaid Leave:	-		
		PCB: Print PCB	24,566.70	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
		Gross Pay:	111,000.00	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
		Gross Deduct:	36,791.45	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
		Gross Net Pay:	74,208.55	Commission:	-	Director Fees:	-	Unpaid Leave:	-		
		Net Pay:	74,208.55	Commission:	-	Director Fees:	-	Unpaid Leave:	-		

EPF Normal:	11,110.00	PCB Normal:	21,816.66
EPF Additional:	1,100.00	PCB Additional:	2,500.04

Increment Letter

Print Appointment/Confirmation/Increment letter

Step 1: Select Human Resources. Click Maintain Employee.

Step 1.1: Click Human

Step 1.2: Click maintain

OR

OR click here

Step 2: Select the employee

Code	Name	Active
00001	ALI	<input checked="" type="checkbox"/>
00002	CHONG	<input checked="" type="checkbox"/>
00003	LEENA	<input checked="" type="checkbox"/>

Double Click the employee

Step 3: Click Preview reports

The screenshot shows the 'Employee' form with the following details:

- Code: 00001
- Job Title: DIRECTOR
- Active:
- Name: ALI

The 'History' tab is selected, showing a table of employee history entries:

Post Date	Type	Description
13/06/2015	----	Entitled to PARKING with rate 50.00
13/06/2015	----	Entitled to NEWSPAPER with rate 30.00
13/06/2015	----	Entitled to HOUSE with rate 1,000.00
13/06/2015	----	Entitled to PETROL with rate 200.00
13/06/2015	----	Entitled to PHONE with rate 100.00
13/06/2015	----	Revise Wages from - to 5,000.00
13/06/2015	----	Revise WagesType from ---- to SENIOR
13/06/2015	----	Revise MaritalStatus from S to M

Annotations in the image include:

- A red box around the magnifying glass icon in the top toolbar with the text 'Click here to preview reports'.
- A red box around the 'Preview' dropdown menu in the right-hand sidebar with an arrow pointing to it.
- A red box at the bottom with the text 'OR click here to preview' and an arrow pointing to the 'Preview' dropdown.

The 'Select Report' dialog box displays a list of reports:

- HR.Employee.Appointment.Report
- HR.Employee.Confirmation.Report
- HR.Employee.Increment.Report
- HR.Employee.Report
- PCB.TP1.Report
- PCB.TP2.Report
- PCB.TP3.Report

The first report, 'HR.Employee.Appointment.Report', is selected and highlighted in blue. A red box surrounds the list, and another red box contains the text 'Select the report you want' with an arrow pointing to the list.

At the bottom of the dialog, there is a checkbox for 'Select All', and 'OK' and 'Cancel' buttons.

This is the example of the appointment letter

13 Jun 2015
Private & Confidential
ALI (IC No: 87035071111)
S. JALAN BES 123 RWG
KUALA LUMPUR
11000 BANGSANG
PJAJAI RUMAH

Dear Ali

RE-OFFER OF EMPLOYMENT
Following your recent discussion with us, this letter is to summarize the basic terms and conditions of your current employment.

1. EMPLOYMENT
Your position is **COLLECTOR** in our company with effect from **13 Jun 2015** upon the terms and conditions set in contained provided that the Company reserves the right to vary your duties.

2. SALARY
Your salary now is **RM 6,000.00** per month. Your annual salary (being defined as the monthly salary times 12). Your salary/wages will be credited to your bank account. For this purpose you are to open a bank account which is preferred by the Company and provide the Company with the details of the account.

3. PROBATION PERIOD
You are required to serve a probationary period of three (3) months however, you have already passed your probation period and therefore a confirmed employee.

4. DUTIES
You will be required to undertake such duties as you be assigned to you in the proper performance of your employment. The company reserves the right to assign to you a temporary basis, duties outside the nature of your employment or transfer you to any other position or differentiation to a place of work.

5. BONUS PROGRAM
You will be participating in the discretionary program. The discretionary program is paid out based on Company and individual performance.

6. CONFIDENTIAL INFORMATION
You will not, either during the continuance of this contract or after termination, disclose or divulge to any parties any secrets, trade secrets or information in respect of the company's business, which may come within your knowledge or possession in the course of your employment with the company or company. Upon termination of your employment, you will promptly return to the company, all existing documents made or acquired by you during your employment, which contain or refer to any confidential information.

7. CONFLICT OF INTEREST
You shall not, during the continuance of this contract, except with the knowledge and consent of the company, embark, engage or interpose yourself (whether for yourself or otherwise) in any activity which would interfere with the performance of your duties with this company or which to your knowledge would constitute a conflict of interest with the business of this company.

8. WORKING HOURS
Your working hours and days will be in accordance with that established by the company. They are subjected to change should it be deemed necessary. In case of emergency or pressure of work demand, the company may require you to perform extra duty hours as deemed necessary for the business.
The following are working hours applicable to you (subject to change):
Monday - Friday: 9:00 am to 5:00 pm (1 hour lunch break)
Saturday: 9:00 am to 1:00 pm

9. ANNUAL LEAVE
You will be entitled to annual leave as detailed below:

Years of service	No. of days
Less than 1 years	10 days
1 years and above	12 days
5 years and above	16 days

10. SICK LEAVE
You will be entitled to paid sick leave as stated below:
(a) Where no hospitalization is necessary, the entitlement will be as follows:
Years of service: Less than 1 years: 10 days; 1 years and above: 12 days; 5 years and above: 16 days.
All sick leaves must be certified by the company's appointed doctor or by Government doctor in case of emergency.
(b) Where hospitalization is necessary, the no. of days of sick leave for hospitalization shall be reduced to the extent of the no. of days not taken for non-hospitalization.

11. PUBLIC HOLIDAY
You will be entitled to 11 of the public and public holidays and to any day declared as a public holiday by the Federal Government under the Public Holidays Act 1951. But other holidays will be substituted as may be decided by the company.

12. MEDICAL BENEFITS
During your service with the company, the company will meet the expenses for your medical treatment up to the maximum of RM1000 per year (RM500 per day). The company will not bear the cost of medical expenses if such expenses are incurred through any misconduct, negligence or fault on your part.

13. NOTICE OF TERMINATION
(a) During the probationary period, either party may at any time give the other party ONE (1) week notice in writing or payment in lieu of notice period for termination of this employment contract. After probationary, the required notice period will be ONE (1) month salary in lieu of notice with approval from the Company.
(b) The Company may terminate your employment without notice, in the event of serious misconduct or neglect of duties or breach of any rules, regulations or directives of the Company or breach of any of the terms and conditions of this agreement. Please note that in such event, you will be liable for any legal and financial consequences and private issues. Sharing of this information is not appropriate.

14. NON-COMPETITION & NON-SOLICITATION
You agree that during your employment by the Company and for a period of two (2) years after the termination of your employment, provided the Company has not withdrawn from selling products in the Asia Pacific region, you will not:
(a) engage or be directly engaged or concerned with or interested in any business which is in competition or similar with the business in any country or place where the Company or any of its affiliates or subsidiaries (the "Group") has carried on or is carrying on its business or has, whether directly or indirectly, such business in any country or place at any such person, firm, company or organization with technical, commercial or professional advice in relation to such business; or
(b) either on your own account or for any person, firm, company or organization solicit or induce or endeavor to solicit or induce any person from any company in the Group whether or not such person would capture any breach of its contract of employment or reason for leaving the service of the relevant company in the Group.

15. STAFF REGULATION
The company reserves the rights to promulgate and amend staff regulations from time to time which you will be required to observe.

If you agree to the above terms and conditions of employment, kindly sign and return the duplicate copy of this letter to us as stated by:
Yours faithfully,
<Name of Company>

HR DEPARTMENT MANAGER
1 _____ VC _____ hereby
Understand and accept the above offer of employment.

Signature of employee _____ Date _____

Please submit the following documents to Human Resource Department:
1) Fully signed copy of Offer of Employment
2) Copies of academic qualifications
3) Personal Particulars Form
4) 3 Photographs
5) Photocopy of Identification Card
6) Photocopy of your Bank Account Details page with name, account no. and branch)

Increment Letter Note:

For increment letter, make sure increment is set in **history** for the details to be shown in report.

Employee

Code: 00001 Job Title: DIF 1) Select History Active

Name: ALI

Personal Grouping Family Payroll Info. Allowance Deduction Note **History** Child Attachments

Code Description

Increment Increment

Code: 00001 Name: ALI

Post Date

13/06/2015

13/06/2015

13/06/2015

13/06/2015

13/06/2015

13/06/2015

13/06/2015

13/06/2015

15/06/2015 **Revise Wages from 5,000.00 to 7,000.00** 2) Click the drop down arrow

Fetch All A-- A=a New

4) Save Save

Import from Excel

In order to import Excel overtime format into SQL Payroll, do a table as shown in Microsoft Excel.

The screenshot shows two windows. The top window is Microsoft Excel with a table containing overtime data. The bottom window is SQL Payroll with a table showing payroll transactions. Arrows indicate the mapping of data from the Excel table to the SQL Payroll table.

	A	B	C	D	E
1	Date	Employee	OT	Unit	
2	15/06/2015	001	DR10		2
3	15/06/2015	002	DR15		2.5
4	15/06/2015	003	HW15		3
5	15/06/2015	004	HW20		1.75

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50
15/06/2015	15/06/2015	002	HW15	Working Day	03:00	3.00	1.50
15/06/2015	15/06/2015	003	HW15	Working Day	01:45	1.75	1.50
15/06/2015	15/06/2015	004	HW15	Working Day	02:00	2.00	1.50
15/06/2015	15/06/2015	005	HW15	Working Day	01:30	1.50	1.50

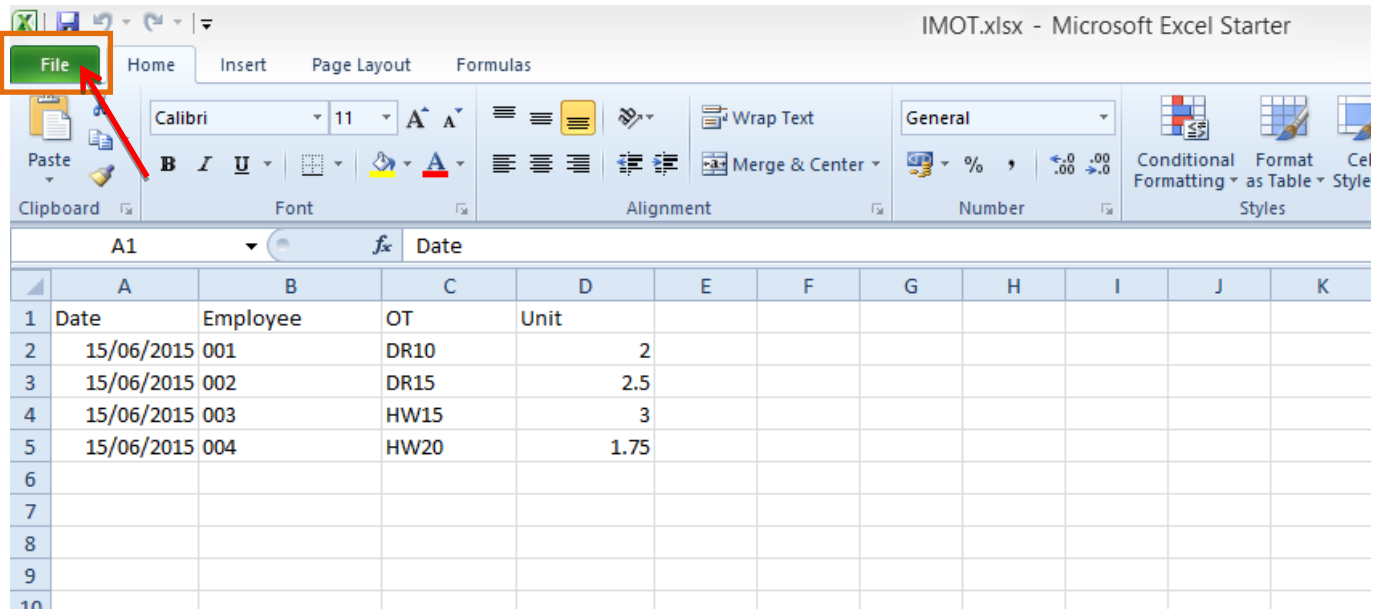
Date = Trans Date

Employee = Code of Employee

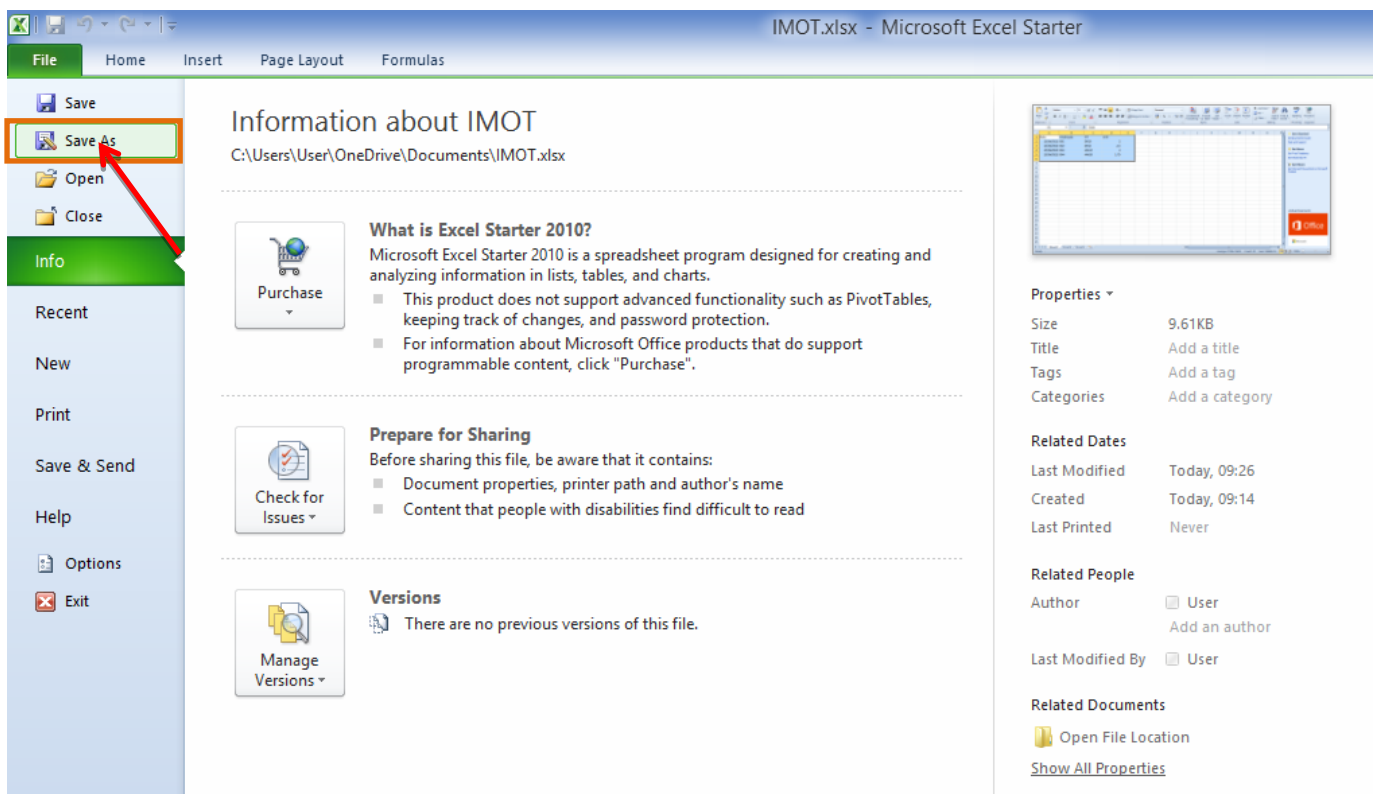
OT = Code of Overtime that created in Maintain Overtime

Unit = Work Unit (count 2.50 = 150 minutes/2 and a half hours)

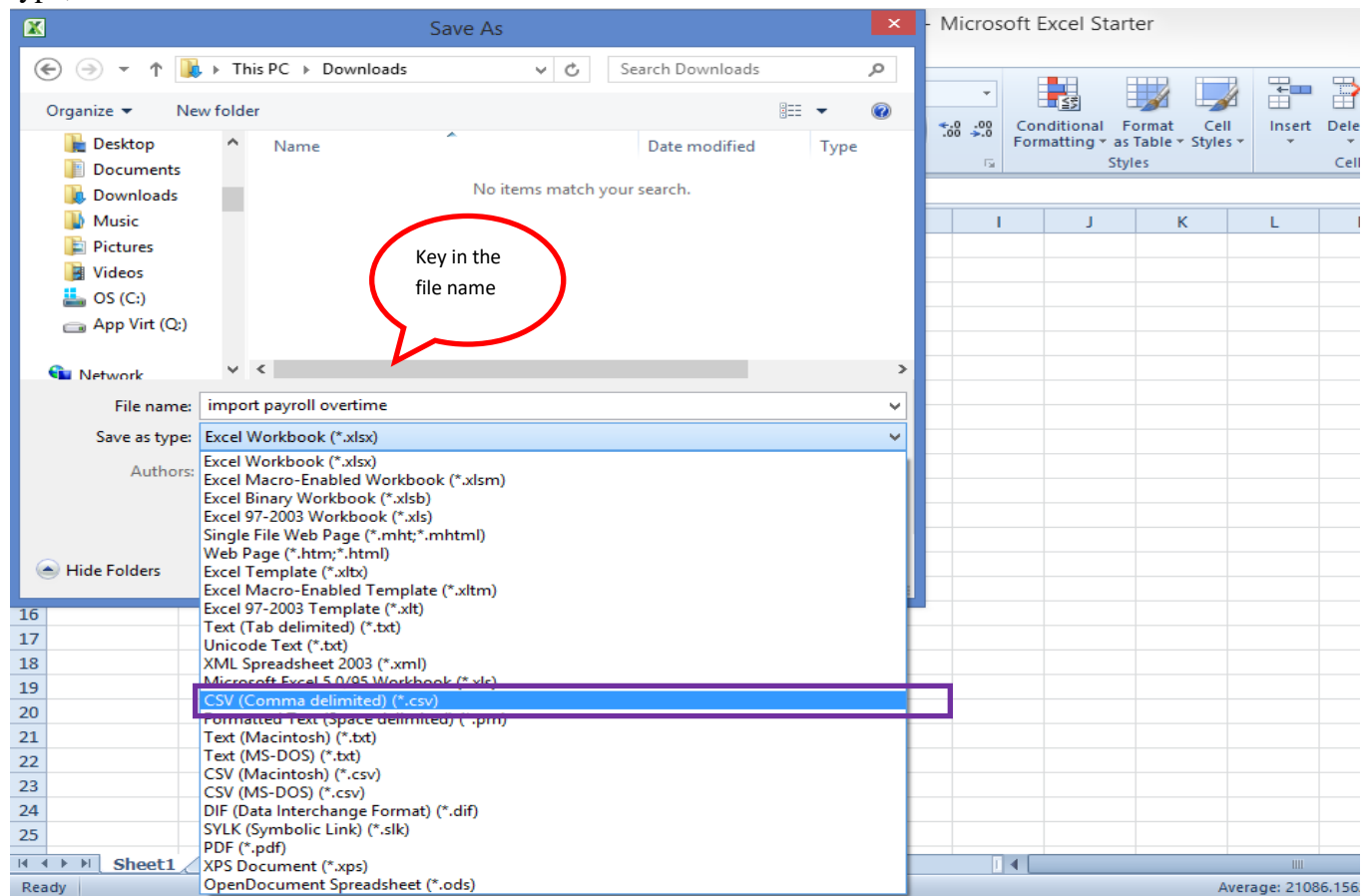
After creating the table, go to File,

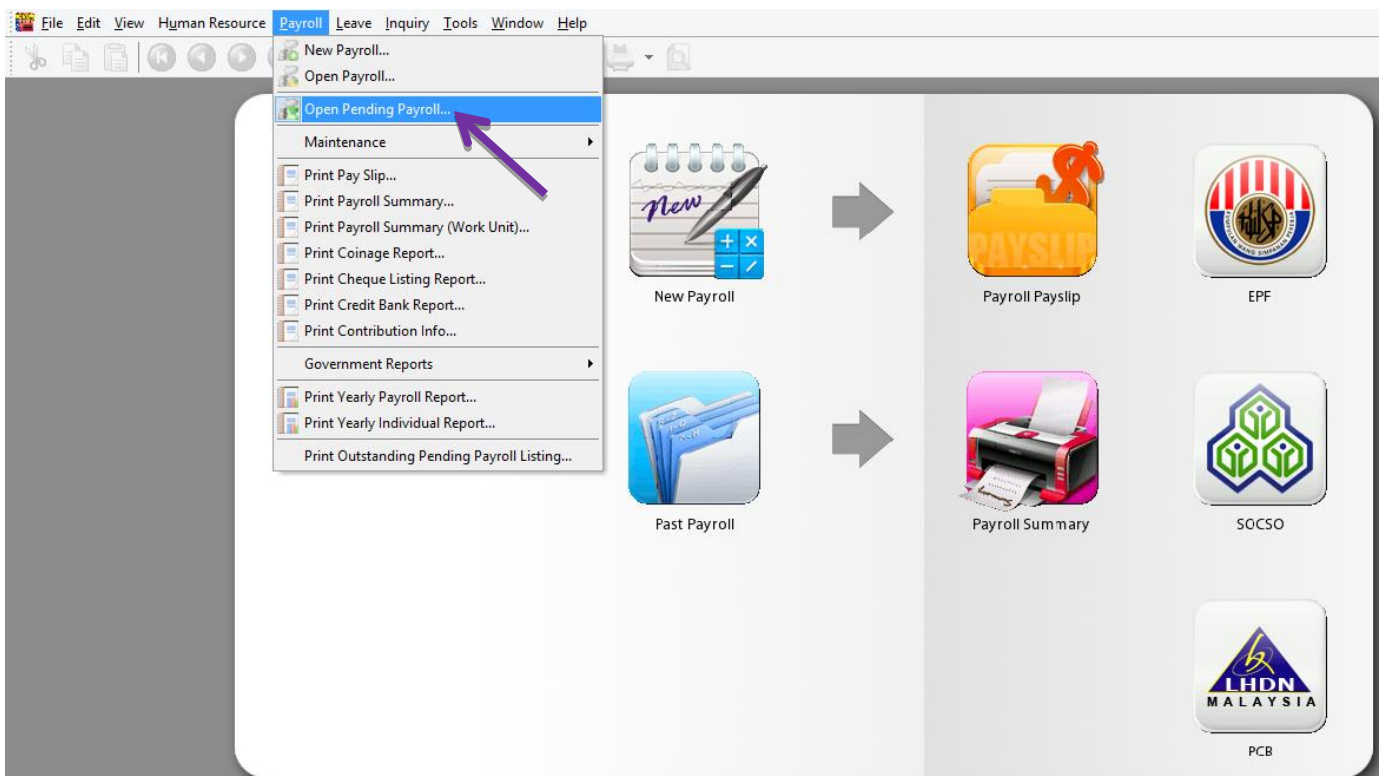
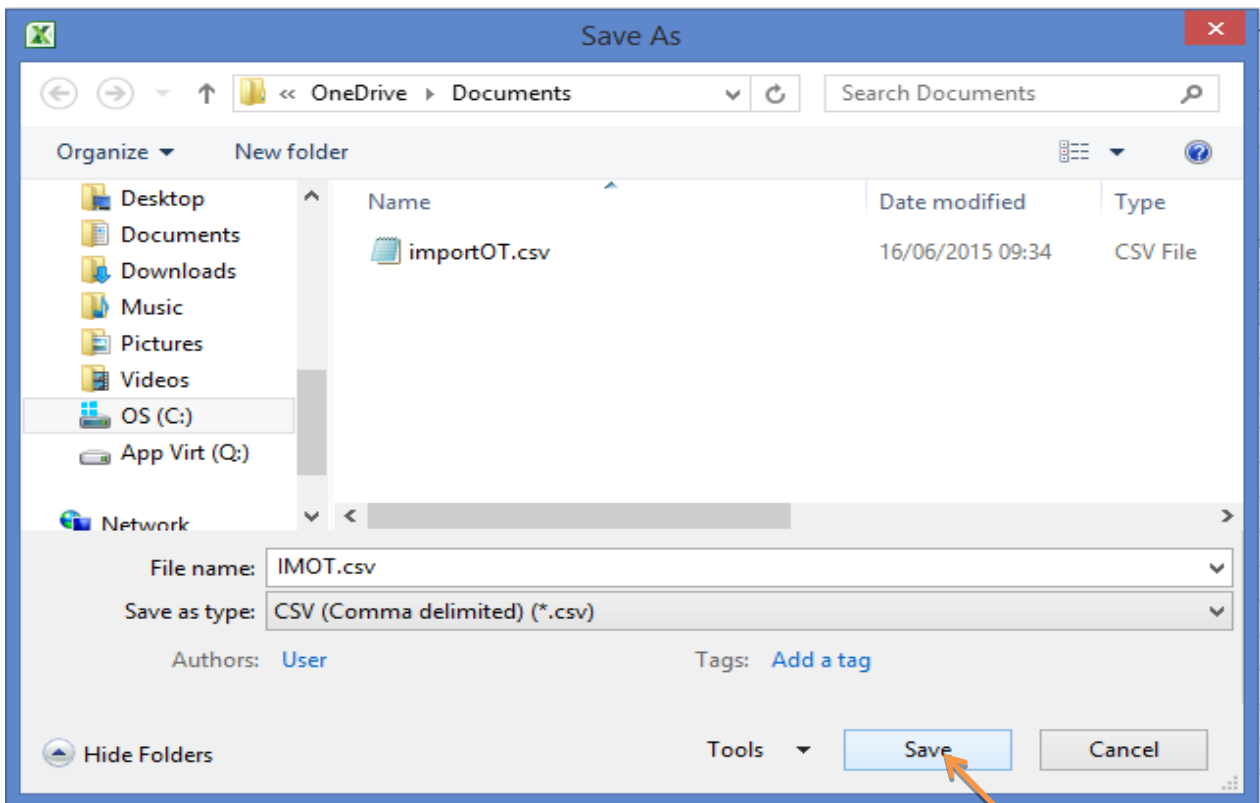


Click on Save As,

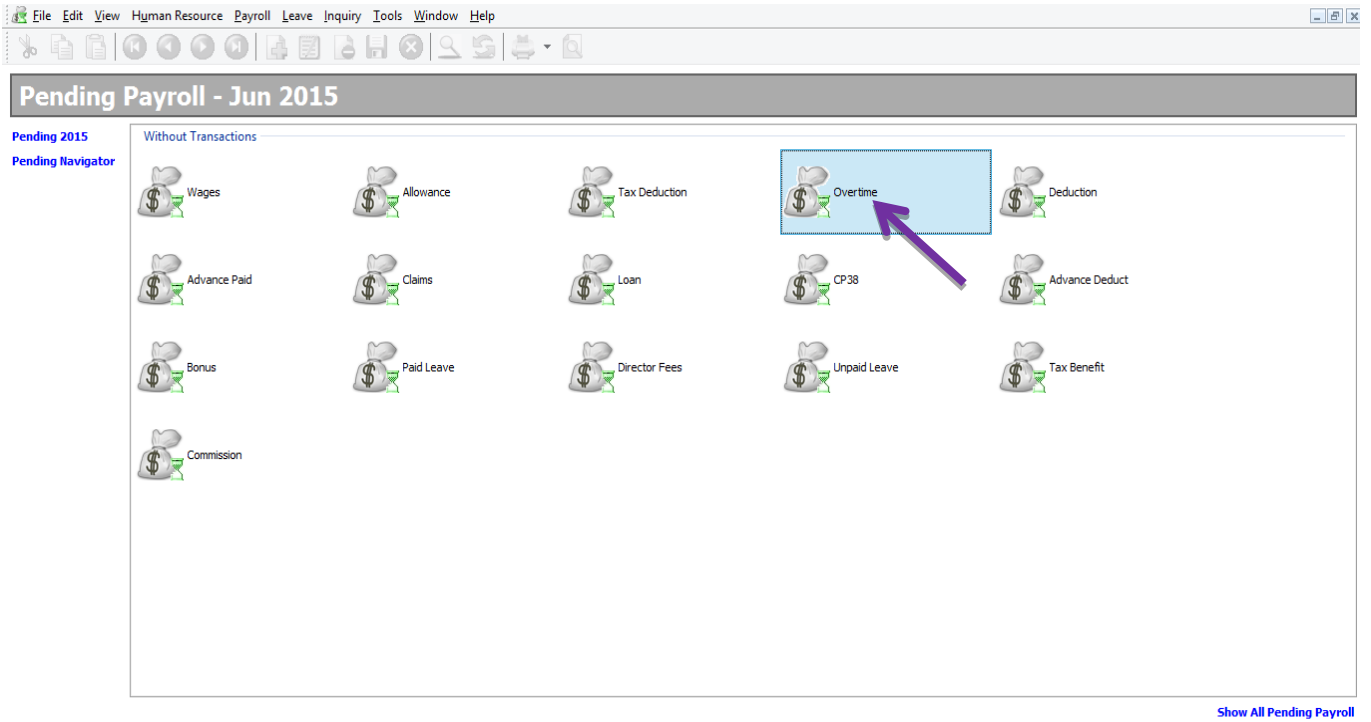


Make sure to select the CSV file type,

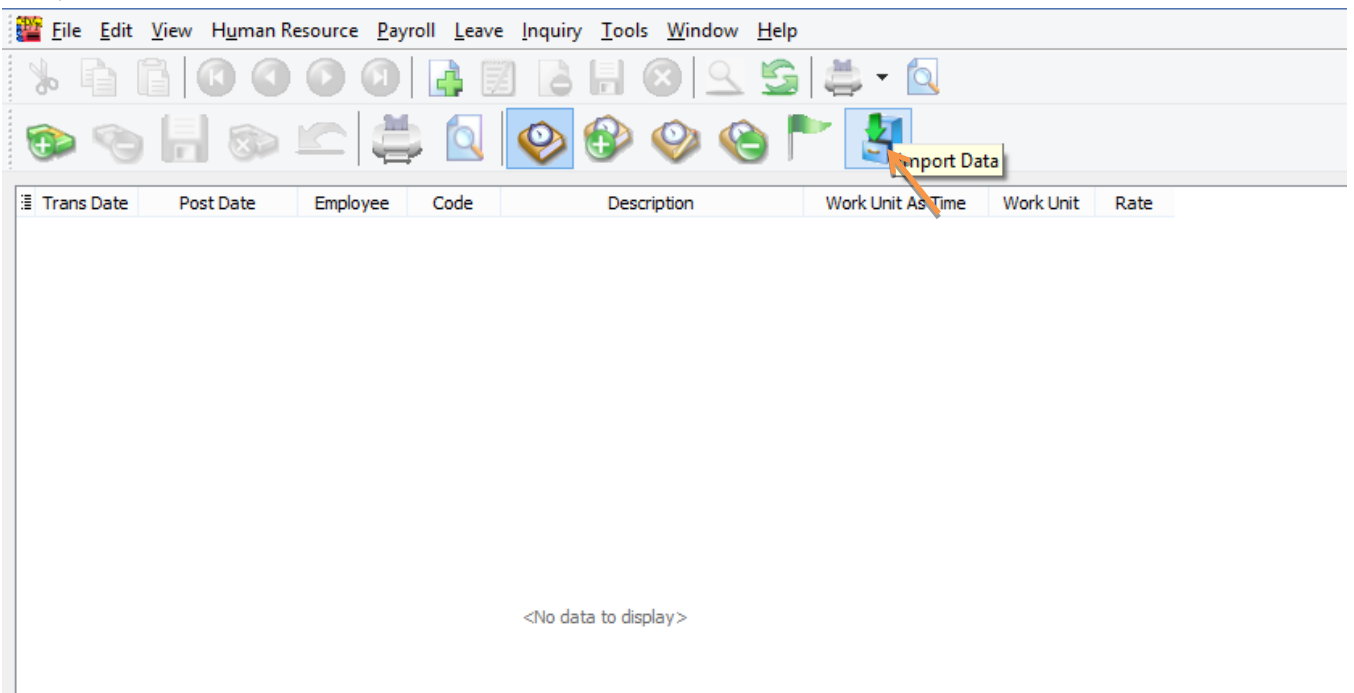




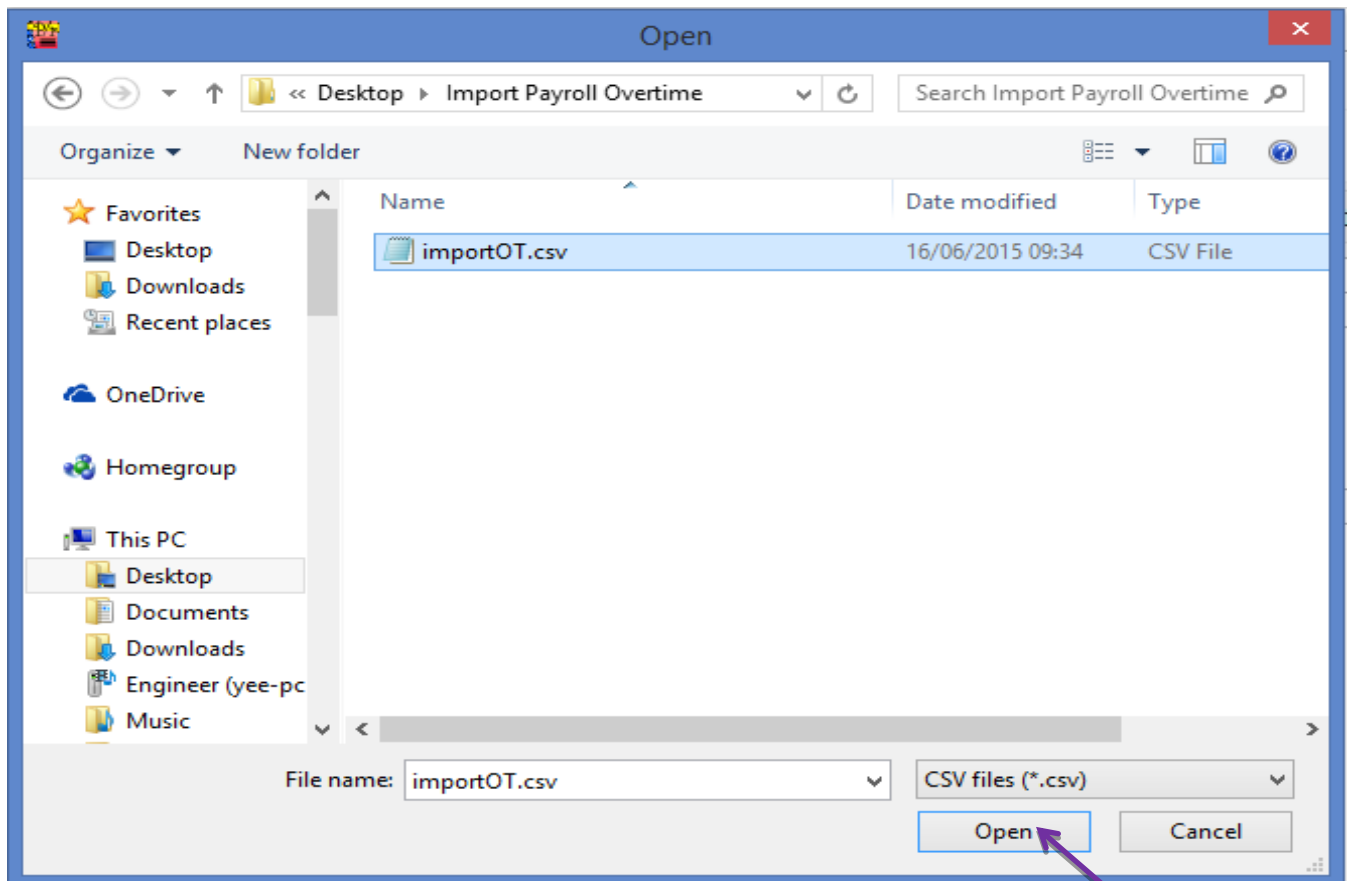
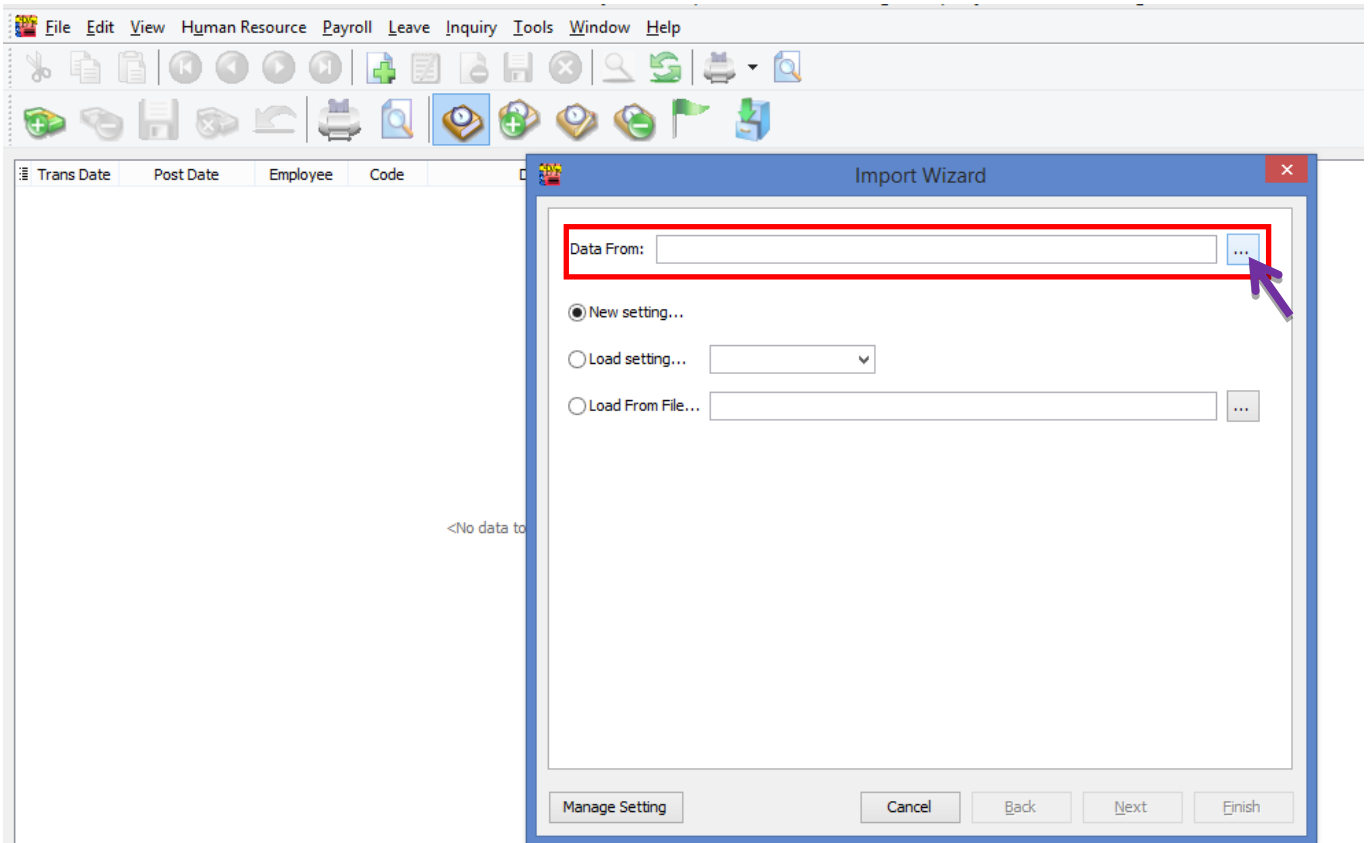
Double click Overtime,

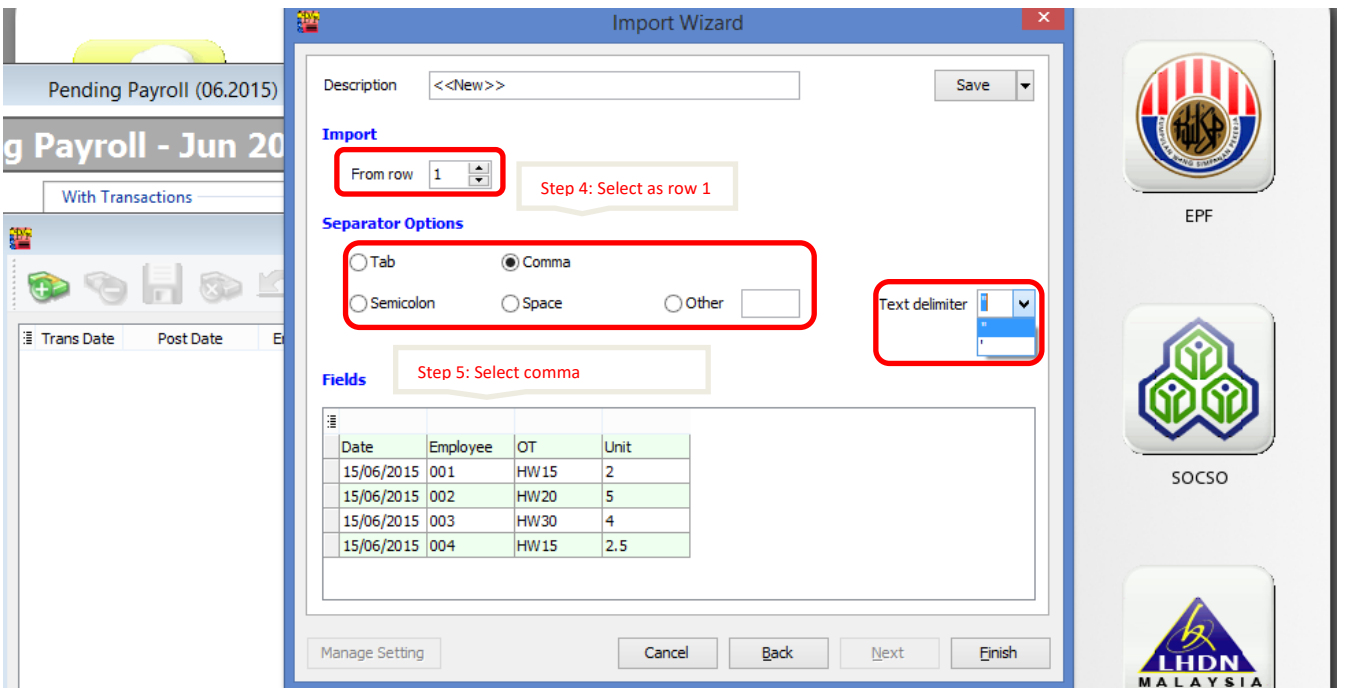
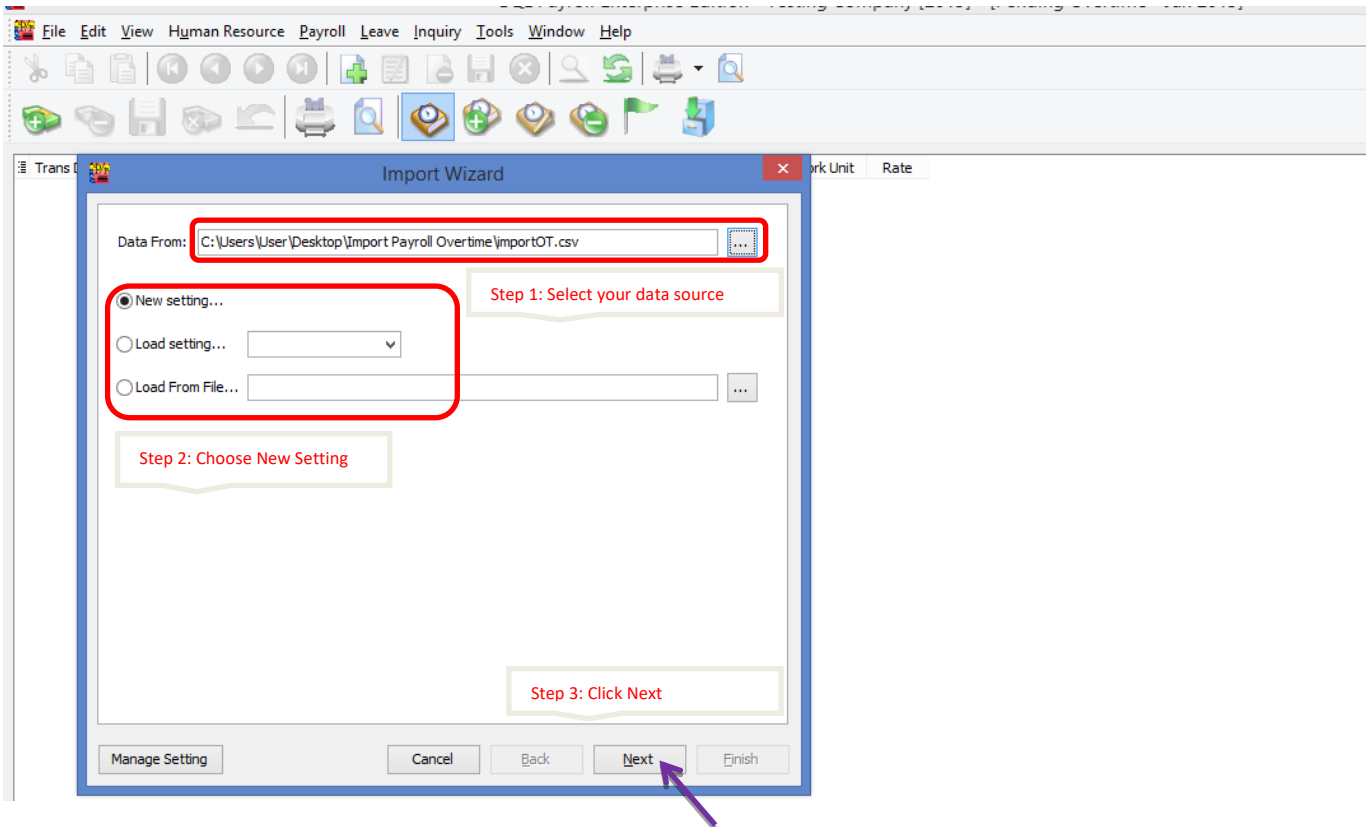


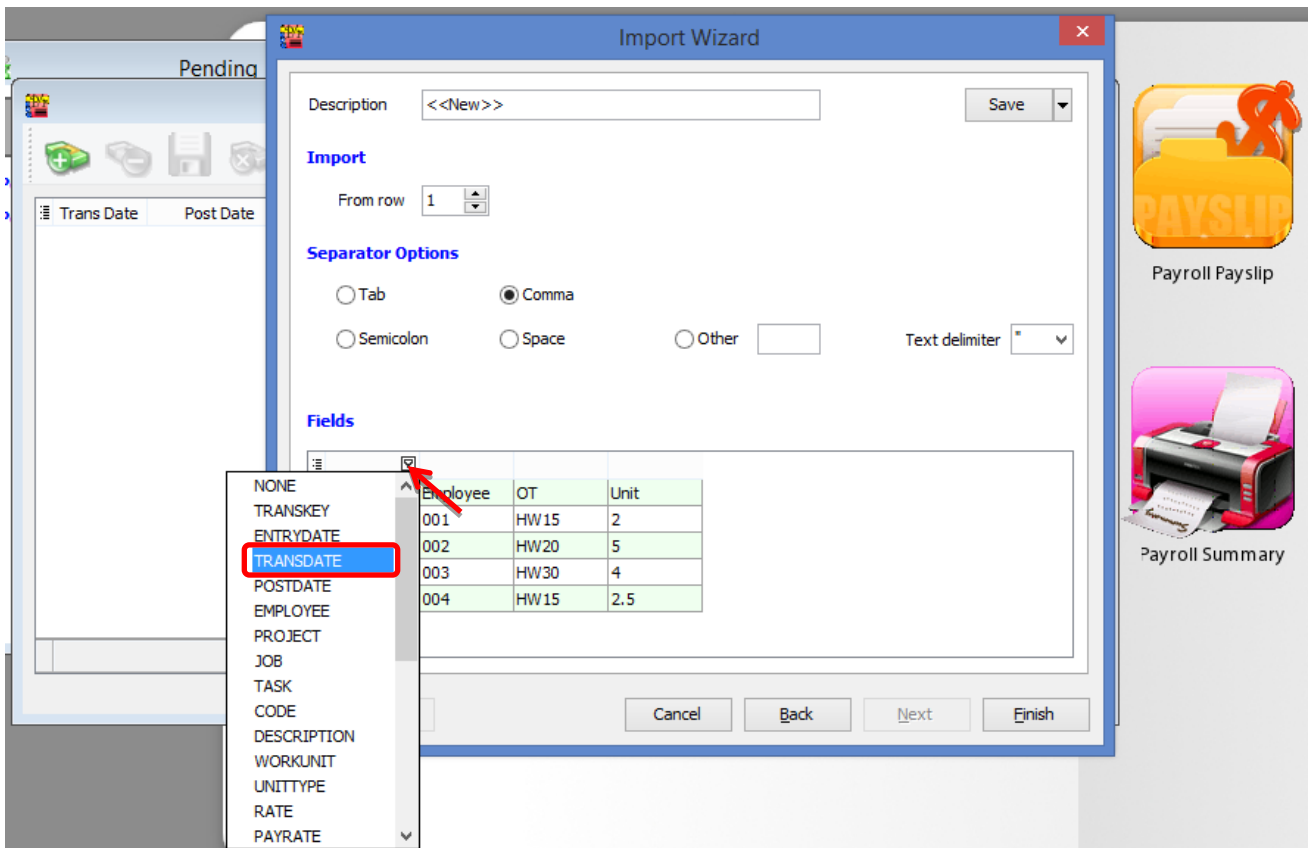
Click on the Import Data icon,



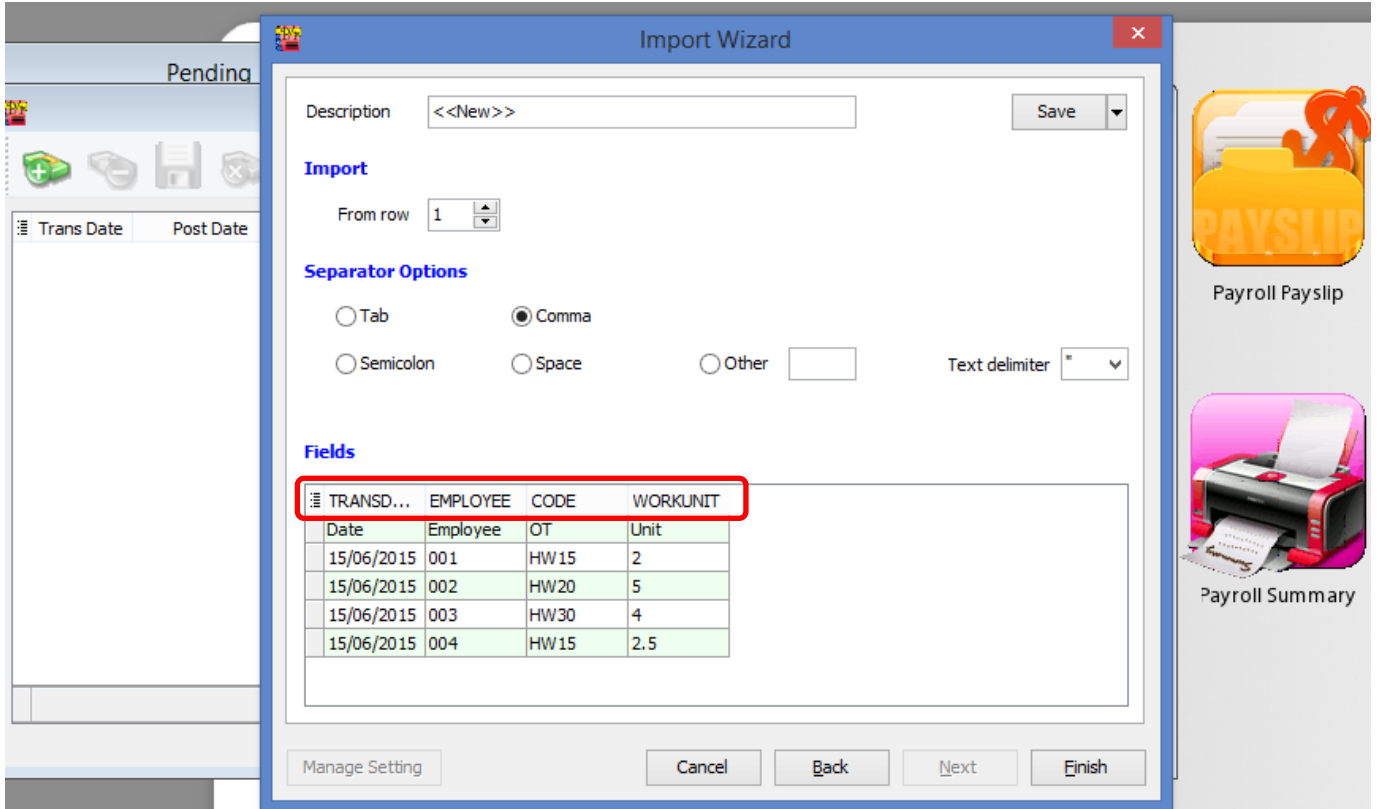
Click the ... (3 dots button) to select your Data Source,

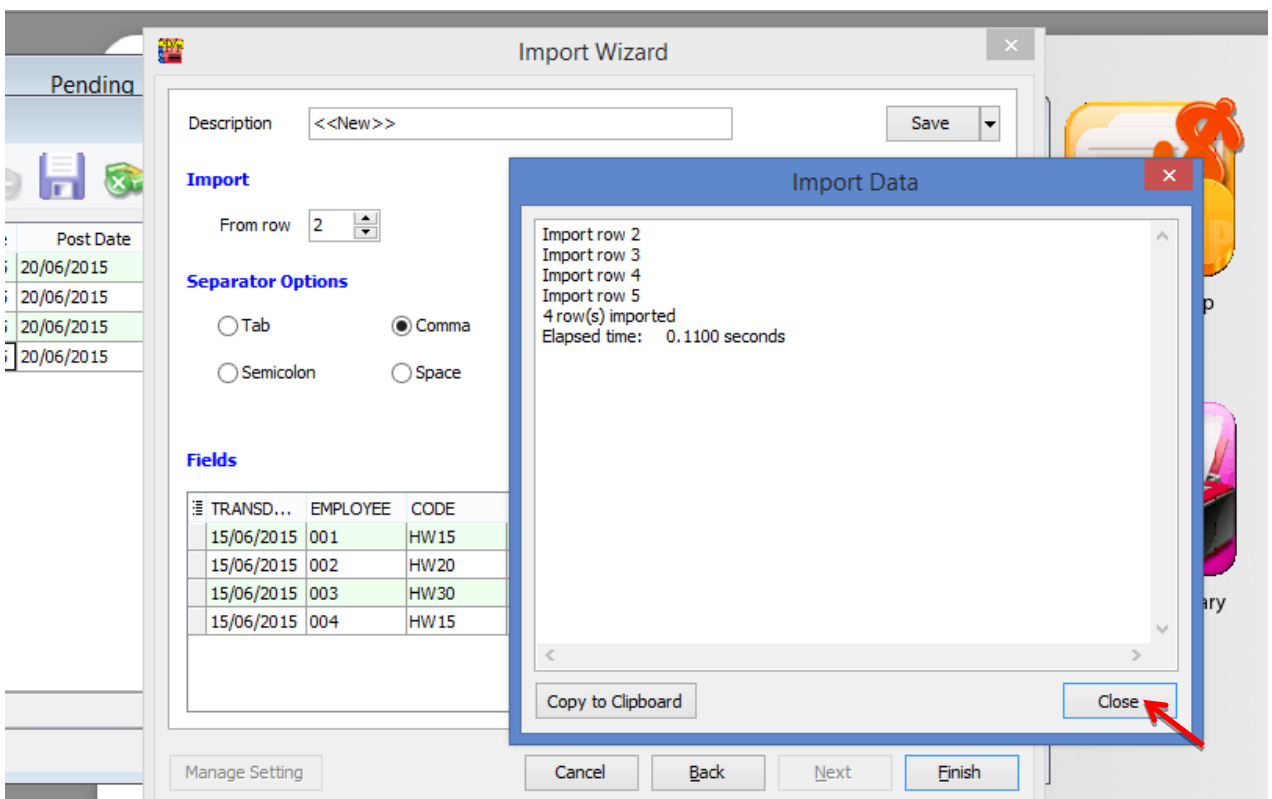
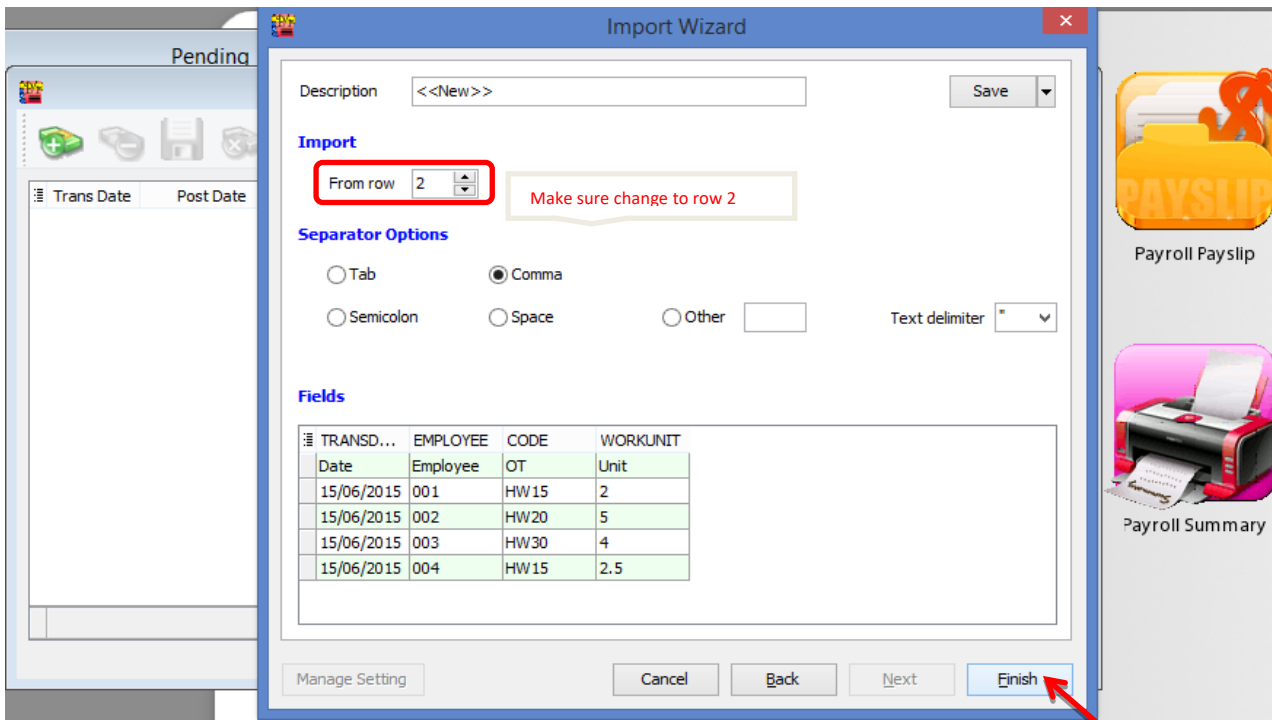






Make sure you select all the fields for the date, employee, code & work unit.





Pending Payroll (06.2015) [Period: 6 / 2015]

Pending Overtime - Jun 2015

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	Rate
15/06/2015	20/06/2015	001	HW15	Working Day	02:00	2.00	1.50
15/06/2015	20/06/2015	002	HW20	Rest Day	05:00	5.00	2.00
15/06/2015	20/06/2015	003	HW30	Public Holiday	04:00	4.00	3.00
15/06/2015	20/06/2015	004	HW15	Working Day	02:30	2.50	1.50

Count = 4 13:30

Working Day Rest Day Public Holiday

Click Save

Payroll Payslip

EPF

Payroll Summary

SOCSO

LHDN MALAYSIA

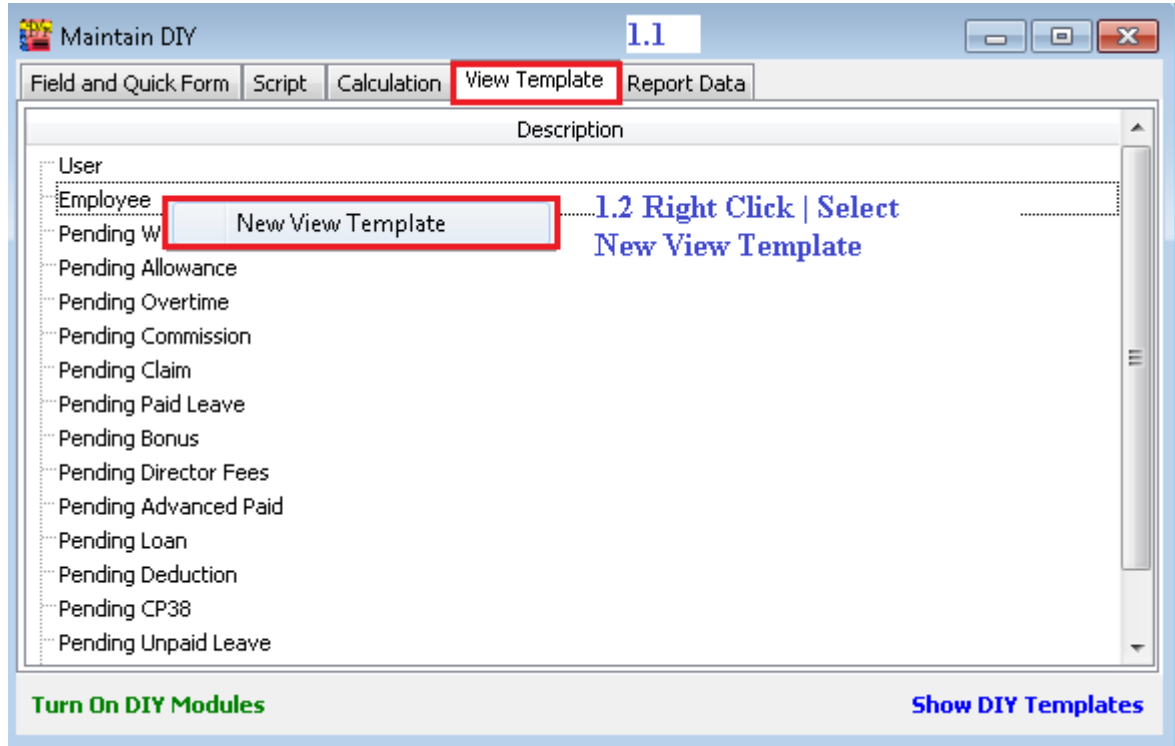
PCB

SQL View

SQL View Module is to lock certain users from viewing all employees, in other words only allows to view a certain group of employees.

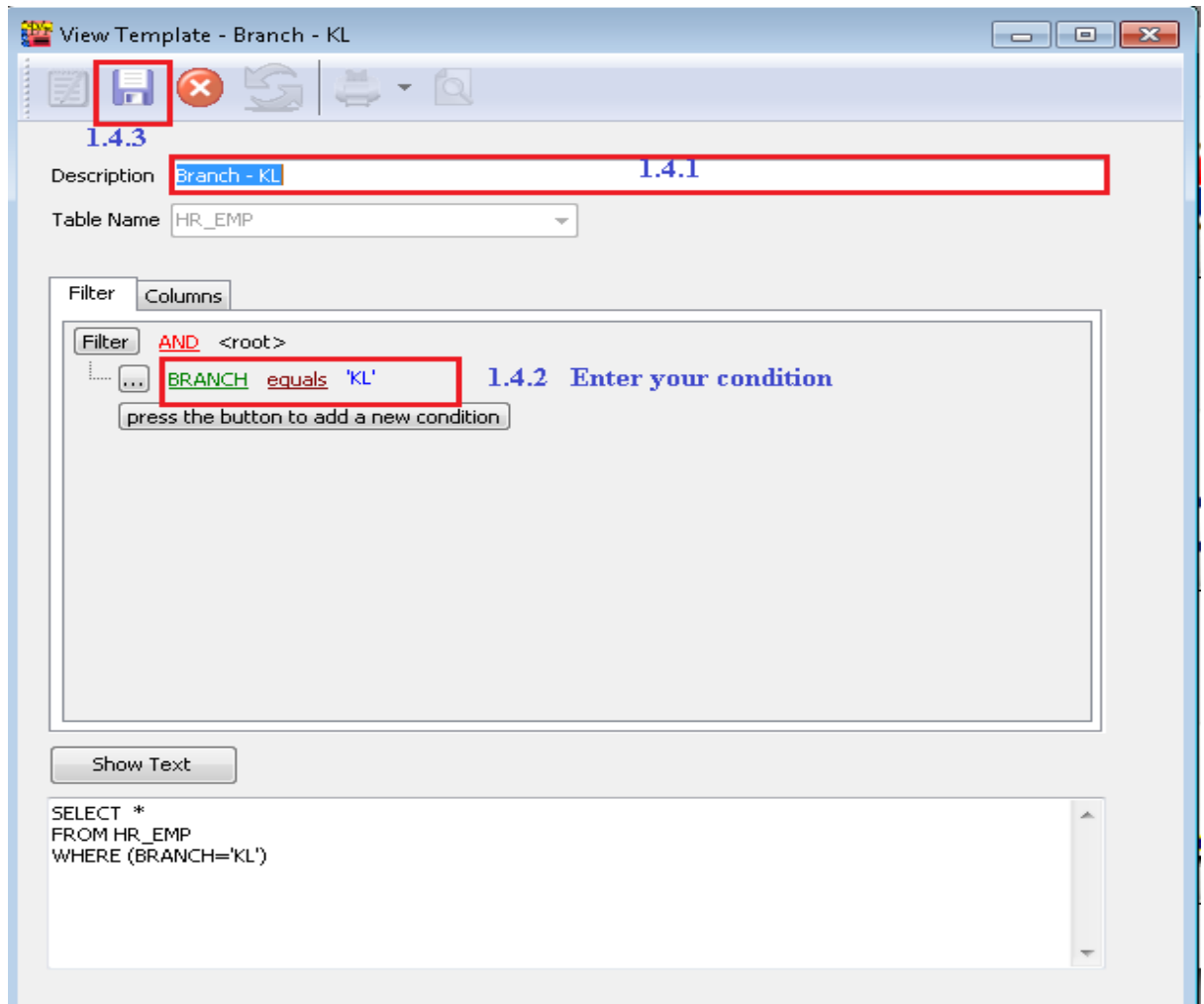
E.g. if we allow KL User to view/ edit only the employees in KL branch.

1. Tools | DIY | Maintain DIY

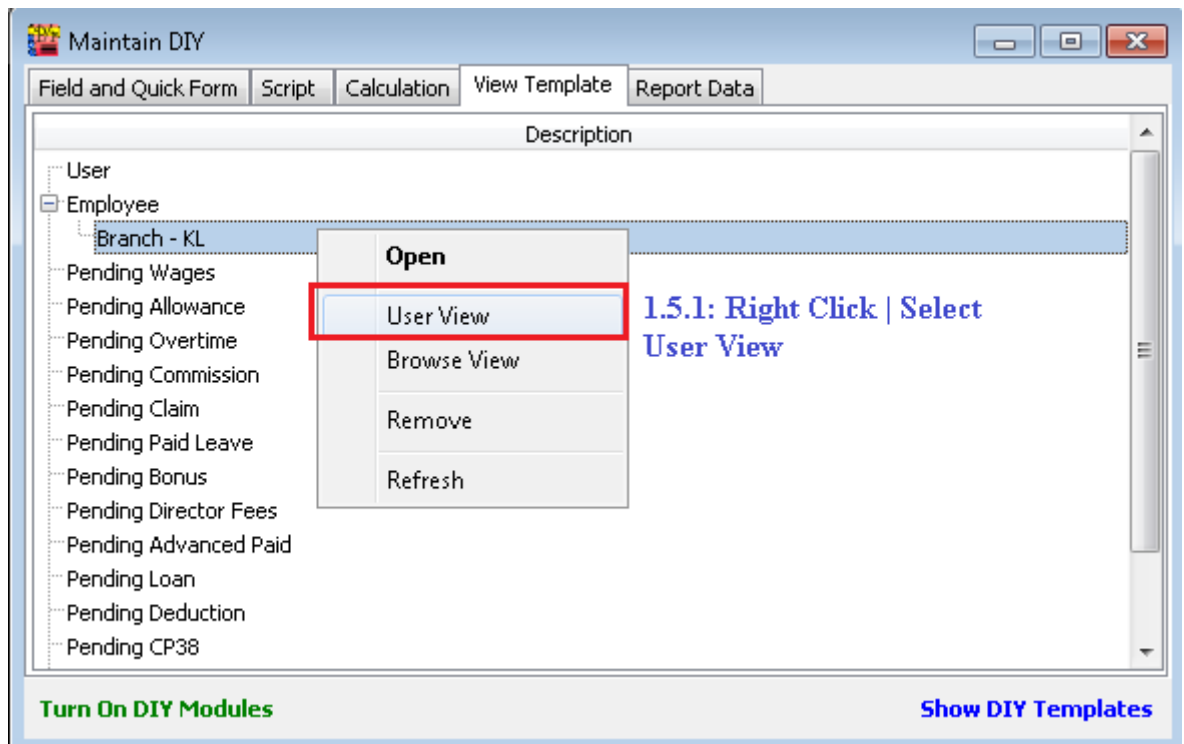


1.3: Press New

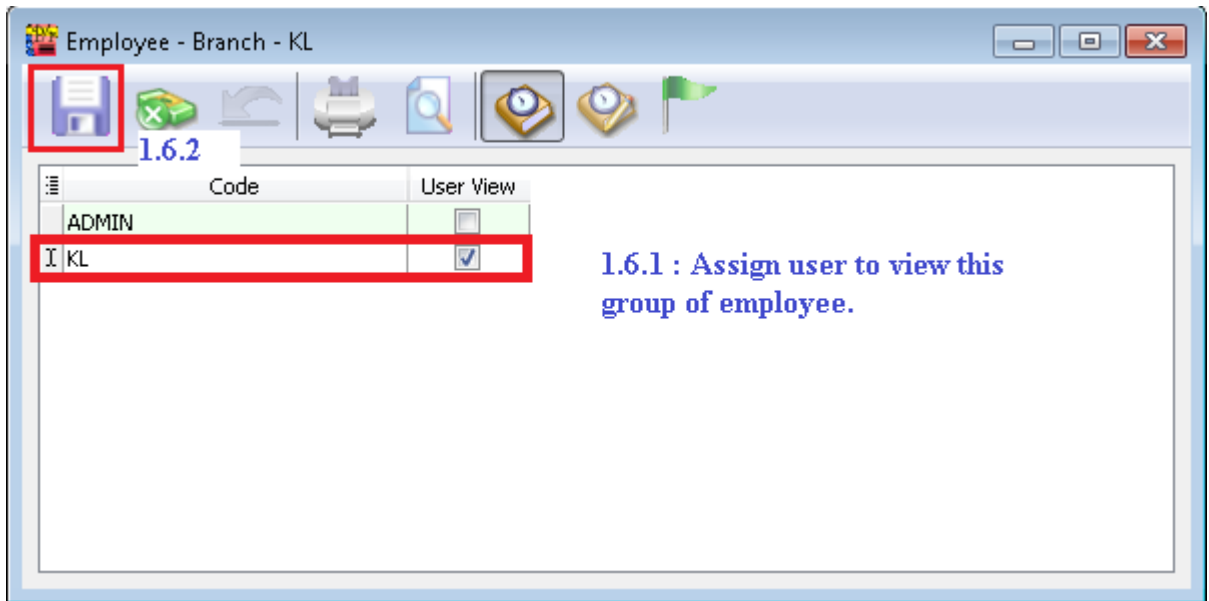
1.4 :



1.5



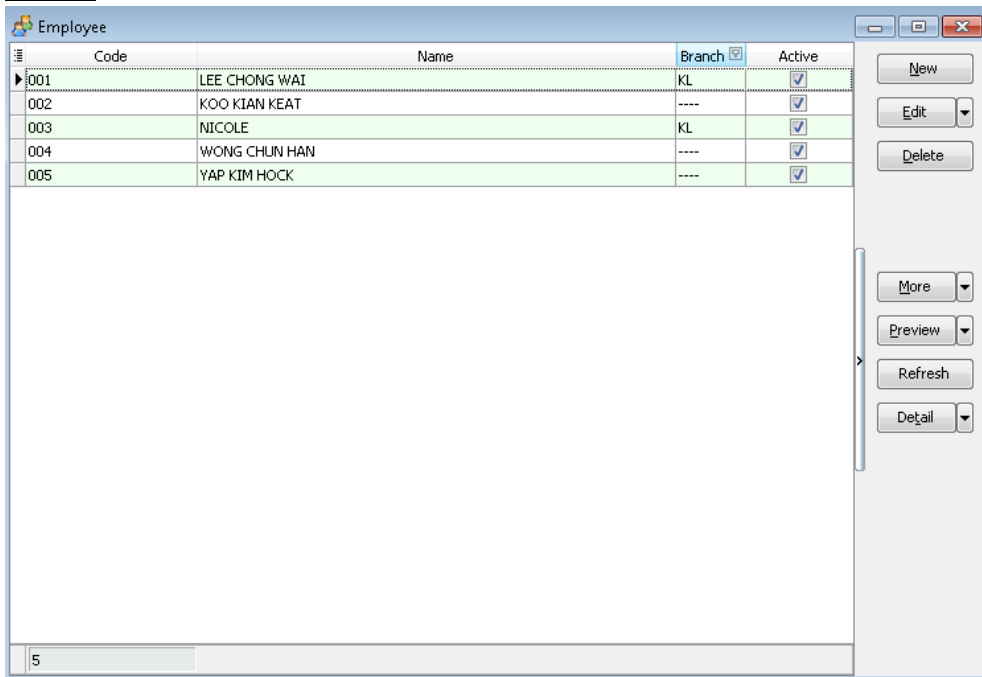
1.6



1.7 Logon as KL User.

Result:

Before



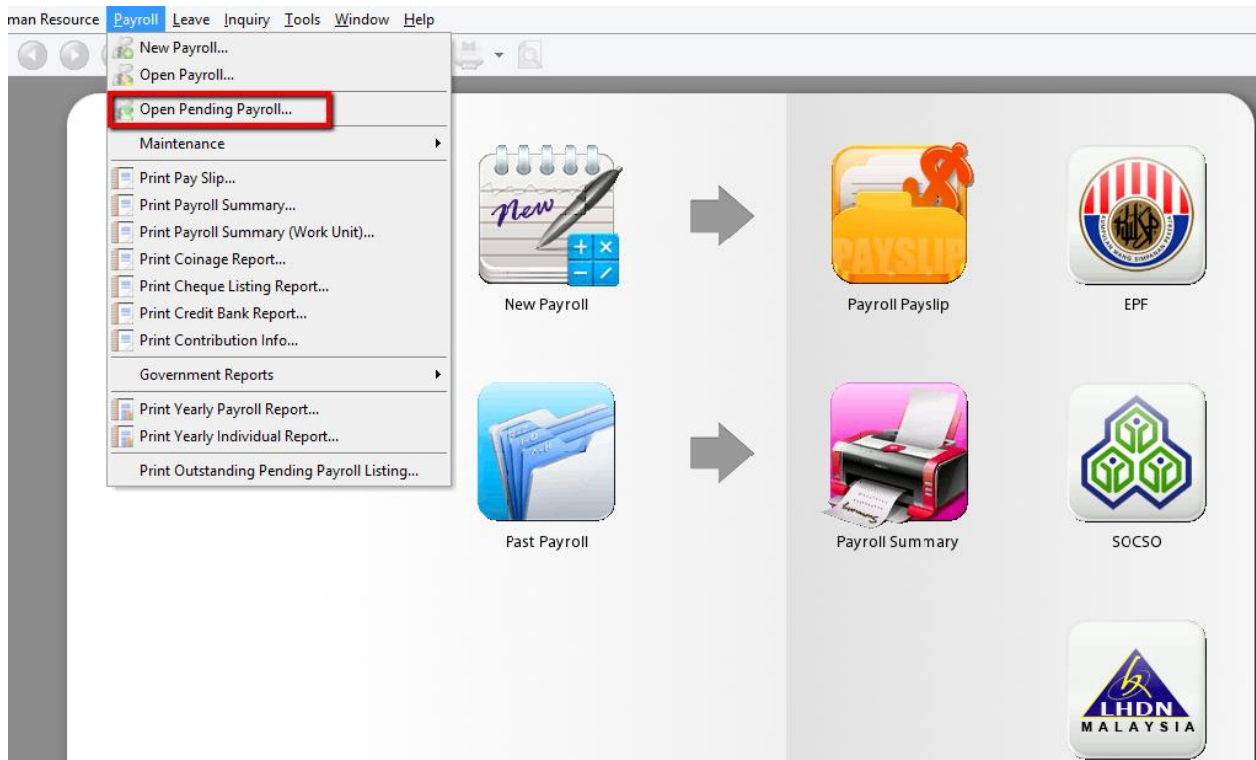
After:

Code	Name	Branch	Active
001	LEE CHONG WAI	KL	<input checked="" type="checkbox"/>
003	NICOLE	KL	<input checked="" type="checkbox"/>

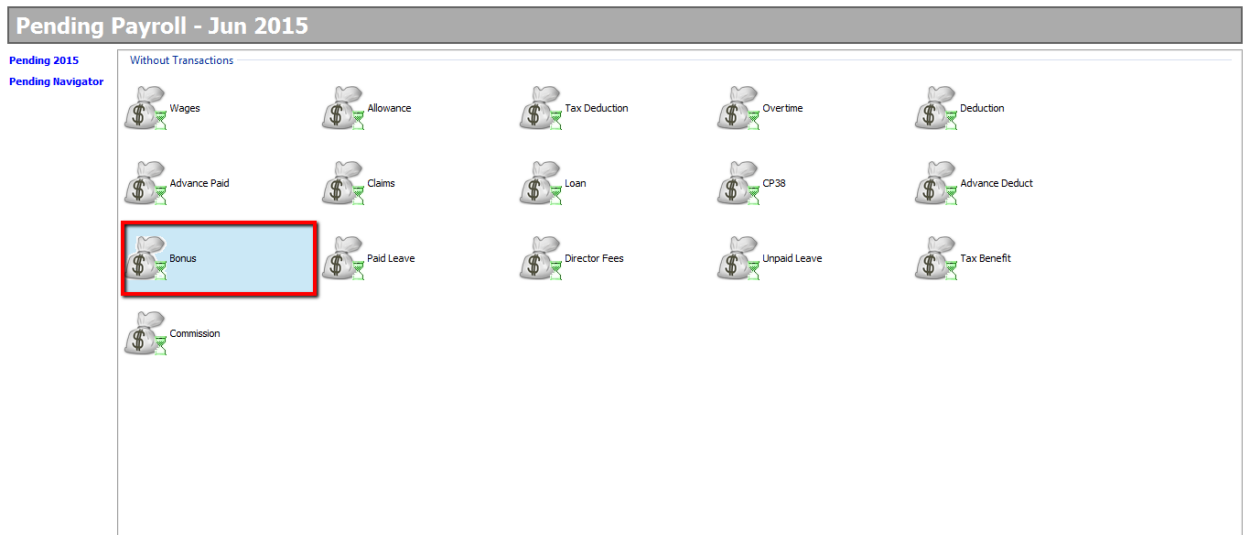
Note: If you haven't register, you may try by turn on SQL View module under File | Customize SQL Payroll Module. Thanks.

SQL Bonus in SQL Payroll

a) Select Payroll | Open Pending Payroll



b) Click Bonus



[Show All Pending Payroll](#)

- c) 1. Click "Add"
2. Select your employee
3. Key in amount
4. Save

Trans Date	Post Date	Pay Year	Employee	Description	Tax Category	EPF Rate	Wages	Amount	EPF	PCB	PCB (A)
15/06/2015	15/06/2015	2015	001		C1	11%	3,530.00	15,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

d) Select Payroll | New Payroll | Click on Ad Hoc

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 15/06/2015

Process From: 01/06/2015 To 30/06/2015 ...

Contribution: EPF
 SOCSO
 PCB

Process: Bonus / Allowance (To input your amount) ...
 Monthly Fixed Allowance / Pending Payroll ...

Description

Description 1: Ad Hoc (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
<input checked="" type="checkbox"/> 001	LEE CHONG WAI
<input checked="" type="checkbox"/> 002	KOO KIAN KEAT
<input checked="" type="checkbox"/> 003	NICOLE
<input checked="" type="checkbox"/> 004	WONG CHUN HAN
<input checked="" type="checkbox"/> 005	YAP KIM HOCK
<input checked="" type="checkbox"/> 00001	asda

Process

- e) Tick EPF if you want to deduct EPF
- Tick PCB if you want to deduct PCB

- f) Tick Bonus/ Allowance (To input your amount)

- g) 1. Change the Description *Optional
- 2. Tick the Employee that the bonus was given

- To process the MID month Adhoc payroll -

Final

Frequency

Ad Hoc

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction: 2

Process Date: 15/06/2015

Process From: 01/06/2015 To 30/06/2015

Contribution: EPF SOCSO PCB

Process: Bonus / Allowance (To input your amount) Monthly Fixed Allowance / Pending Payroll

Description: **1**

Description 1: Bonus (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
<input checked="" type="checkbox"/> 001	LEE CHONG WAI
<input type="checkbox"/> 002	KOO KIAN KEAT
<input type="checkbox"/> 003	NICOLE
<input type="checkbox"/> 004	WONG CHUN HAN
<input type="checkbox"/> 005	YAP KIM HOCK
<input type="checkbox"/> 00001	asda

6

Process

h) Complete/ Check the pay slip

Code: 001 Name: LEE CHONG WAI

Click to edit.

Wages: Loan: **LEE CHONG WAI**

Allowance: Deduction: **Bonus (06.2015)**

Overtime: EPF: 1,650.00 Employer EPF: 1,950.00

Commission: SOCSO: Employer SOCSO: -

Claims:

Paid Leave:

Director Fees: CP38: Computerized Calculation

Bonus: 15,000.00 Unpaid Leave: PCB: Print PCB 66.50 C1

Advance Paid: Advance Deduct: Gross Zakat: -

Gross Pay: 15,000.00 Gross Deduct: 1,716.50 Gross Net Pay: 13,283.50 (Adjustment)

Net Pay: **13,283.50**

You can edit the detail here if you are not satisfied.

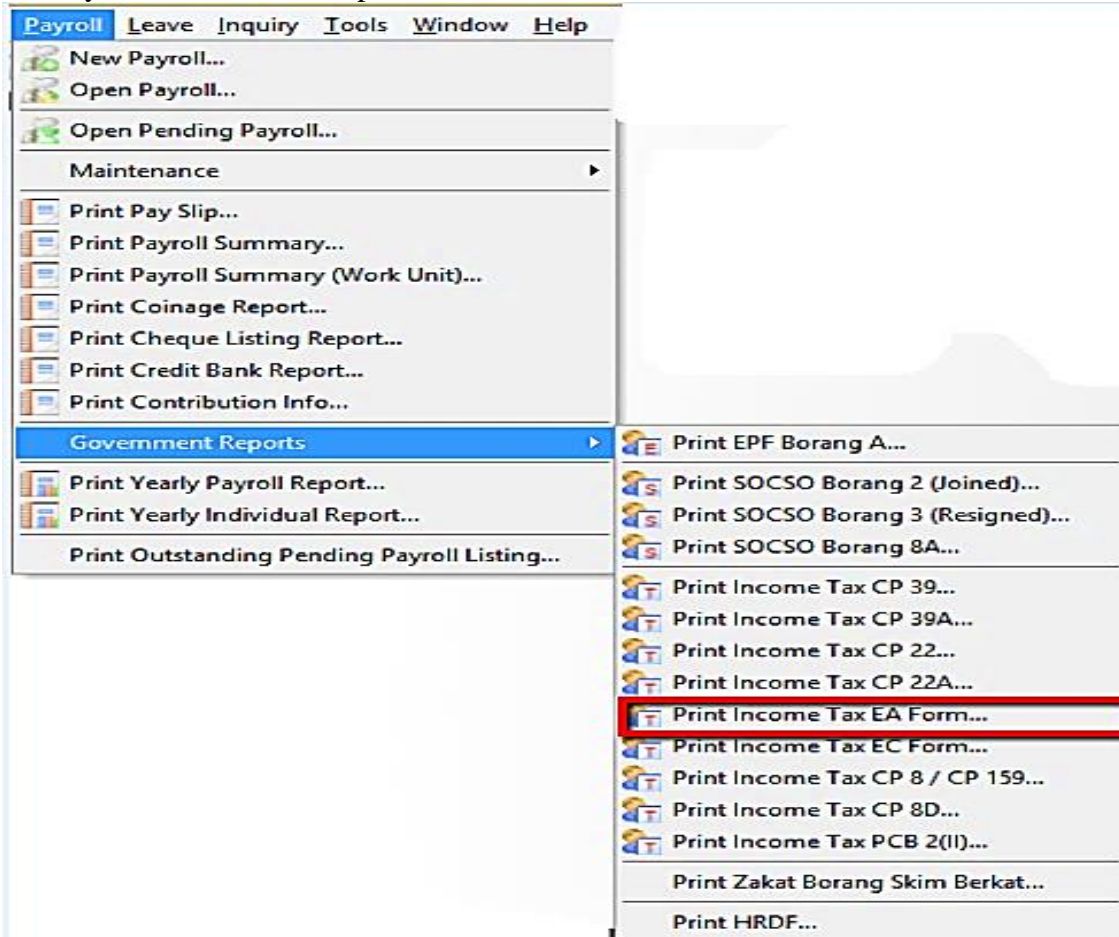
Trans Date	Post Date	Pay Year	Employee	Description	Amount	EPF	PCB (A)
15/06/2015	15/06/2015	2015	001		15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Customize EA form

How to print EA Form

1) Preview EA form

-Payroll/Government Reports/Print Income Tax EA Form



2) Key in the details in the red box and apply then preview

Income Tax Borang EA

Year: 2015

Branch: [dropdown] ... Project: [dropdown] ...

Department: [dropdown] ... Job: [dropdown] ...

Group: [dropdown] ... Task: [dropdown] ...

Employee: [dropdown] ...

Apply

Income Tax Borang EA | Income Tax Borang EA

2015 Preview

NAME	B-1	B-1-2-3	B-1-3-2	D-1	D-2	D-3	E-2	G-1
LEE CHONG WAI	5,192.31	2,000.00	530.00	-100.40	-	-	-858.00	
KOO KIAN KEAT	2,000.00	-	120.00	-	-	-	-234.00	
NICOLE	2,800.00	-	230.00	-	-	-	-335.00	
WONG CHUN HAN	3,200.00	-	730.00	-	-	-	-434.00	
YAP KIM HOCK	5,192.31	-	750.00	-	-	-	-660.00	

Please select employee [dropdown] Customize EA Form

3) If you want to amend the figures in EA form:

-Choose the employee and click on Customise EA form

Income Tax Borang EA

2015 Preview

NAME	B-1	B-1-2-3	B-1-3-2	D-1	D-2	D-3	E-2	G-1
LEE CHONG WAI	5,192.31	2,000.00	530.00	-100.40	-	-	-858.00	
KOO KIAN KEAT	2,000.00	-	120.00	-	-	-	-234.00	
NICOLE	2,800.00	-	230.00	-	-	-	-335.00	
WONG CHUN HAN	3,200.00	-	730.00	-	-	-	-434.00	
YAP KIM HOCK	5,192.31	-	750.00	-	-	-	-660.00	

Please select employee 001 Customize EA Form

-Employee after amend will be in yellow colour.






Income Tax Borang EA

2015 Preview ▾

NAME	B-1	B-1-2-3	B-1-3-2	D-1	D-2	D-3	E-2	G-1
▶ LEE CHONG WAI	5,192.31	2,000.00	530.00	-100.40	-	-	-858.00	
KOO KIAN KEAT	2,000.00	-	120.00	-	-	-	-234.00	
NICOLE	2,800.00	-	230.00	-	-	-	-335.00	
WONG CHUN HAN	3,200.00	-	730.00	-	-	-	-434.00	
YAP KIM HOCK	5,192.31	-	750.00	-	-	-	-660.00	

Please select employee Customize EA Form

4) Manually key in the figure you want to amend and click save (blue diskette)

(C.P. 8A - Pin. 2008) MALAYSIA **Penyata Gaji Pekerja SWASTA EA**

CUKAI PENDAPATAN

No. Rujukan Cukai Pekerja _____

No. Siri **123456** PENYATA SARAAN DARIPADA PENGAJIAN _____

No. Majikan E _____ BAGI TAHUN BERAKHIR 31 DISEMBER 2015 Cawangan LHDNM _____

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATANNYA

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara(En./Cik/Puan) _____

2. Jawatan _____

3. No. Kakitangan/No. Gaji **30** _____

4. No. K.P. Baru _____

5. No. K.P. Lama **5555555** _____

6. No. KWSP _____

7. Jika bekerja tidak genap setahun, nyatakan:

(a) Tarikh mula bekerja _____

(b) Tarikh berhenti kerja _____

B PENDAPATAN PENGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (Tidak Termasuk Elaun/Perkuisit/ Pemberian/Manfaat Yang Dikecualikan Cukai)

1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) _____ **RM 200,000.00**

Fi(termasuk fi pengarah), komisen atau bonus (Bonus bagi tempoh dari 01/04/2015 hingga 30/04/2015) _____


Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihai pembayaran _____) _____

Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja _____


Tax Benefit Info

1) Process Month End

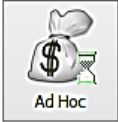
- To process the month FINAL payroll -



Final



Frequency



Ad Hoc

Transaction Posting

Year: Month:

Payroll Transaction

Process Date:

Process From: To ...

Description

Description 1:

Description 2:

Ref 1:

Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Process

2) Select the employee (e.g. Lee Chong Wai)

Code	Name	Welcome
00001	asda	<div style="background-color: #4CAF50; color: white; padding: 10px; font-weight: bold; font-size: 1.2em;">Month End (06.2015) - Jun 2015</div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Print Pay Slip</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Print EPF Borang A</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Print Payroll Summary</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Print SOCSO Borang 8A</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Print Payment Summary</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Print Income Tax CP39</div> </div>
001	LEE CHONG WAI	
002	KOO KIAN KEAT	
003	NICOLE	
004	WONG CHUN HAN	
005	YAP KIM HOCK	

3) Right click on an empty space and click on “Show Tax Benefit”

The screenshot shows the payroll interface for employee LEE CHONG WAI. The main area displays various payroll components such as Wages (3,000.00), Allowance (530.00), and Deductions (410.45). The Net Pay is shown as 3,119.55. Below this, there is a 'Tax Benefit' section with an empty table. A right-click context menu is open over the table, with a red arrow pointing to the 'Show Tax Benefit' option.

Trans...	Post Date	Employee	Code
<No data to display>			

4) Insert the tax benefit and also the amount.

The screenshot shows the same payroll interface as before, but now the 'Tax Benefit' table contains one entry. The entry is highlighted with a red border. The Net Pay has updated to 3,119.55, which includes an adjustment of -0.30.

Trans...	Post Date	Employee	Code	Description	Ref1	Ref2	Amount
I 16/06/2015	30/06/2015	001	Motorcar	Motorcar			3,119.55

5) Click code to select the tax benefit.

SQL Payroll Enterprise Edition - saddsa [2015] - [Month End (0

File Edit View Human Resource Payroll Leave Inquiry Tools Window Help

Code	Name
00001	asda
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001

LEE CHONG WAI
Month End (06.2015)

Wages: 3,000.00 Loan: - EPF: 396.00 Employer EPF: 468.00
 Allowance: 530.00 Deduction: - SOCSO: 14.75 Employer SOCSO: 51.65
 Overtime: - Tax Benefit: 100.00
 Commission: -
 Claims: -
 Paid Leave: -
 Director Fees: - CP38: - Computerized Calculation
 Bonus: - Unpaid Leave: - PCB: Print PCB 34.70 C1
 Advance Paid: - Advance Deduct: - Gross Zakat: -

Gross Pay: 3,530.00 Gross Deduct: 445.45 Gross Net Pay: 3,084.55 (Adjustment) -
Net Pay: 3,084.55

Tax Benefit

Trans...	Post Date	Employee	Code	Description	Ref1	Ref2	Amount
16/06/2015	30/06/2015	001	TB.1000	Motorcar			100.00
				Alias	Description		
				Motorcar			
				Driver			
				Furnishing			
				Entertainment			
				Gardener			
				Servant			
				Vacation			
				Membership			
				Miscellaneous			
				VOLA			

10 Fetch All A-- A=a New

Code	EA Form (Section B)
Motorcar	2(a.i)
Driver	2(a.ii)
Furnishing	2(c.iii – Perabot dan Kelengkapan)
Entertainment	2(c.iii – Hiburan dan Rekreasi)
Gardener	2(d)
Servant	2(d)
Vacation	2(e)
Membership	2(c.iii – Hiburan dan Rekreasi)
Miscellaneous	2(f)
VOLA	3

6) E.g. if I key in RM100 for “Motorcar”:

- Select the tax benefit/ key in amount/ Click Save

The screenshot shows the payroll software interface for employee LEE CHONG WAI. The main area displays various fields for wages, allowances, deductions, and contributions. At the bottom, a 'Tax Benefit' table is visible with the following data:

Trans...	Post Date	Employee	Code	Description	Ref1	Ref2	Amount
16/06/2015	30/06/2015	001	Motorcar	Motorcar			100.00

7) Next go to preview EA Form to check the tax benefit amount:

- Payroll/ Government Reports/ Print Income Tax EA Form

The screenshot shows the 'Payroll' menu in the software. The 'Government Reports' sub-menu is open, and 'Print Income Tax EA Form...' is highlighted. Other options in the menu include 'Print EPF Borang A...', 'Print SOCSO Borang 2 (Joined)...', 'Print SOCSO Borang 3 (Resigned)...', 'Print SOCSO Borang 8A...', 'Print Income Tax CP 39...', 'Print Income Tax CP 39A...', 'Print Income Tax CP 22...', 'Print Income Tax CP 22A...', 'Print Income Tax EC Form...', 'Print Income Tax CP 8 / CP 159...', 'Print Income Tax CP 8D...', 'Print Income Tax PCB 200...', 'Print Zakat Borang Skim Berkat...', and 'Print HRDF...'.

8) Select the employee and apply:

Year: 2015

Branch: [] ... Project: [] ...

Department: [] ... Job: [] ...

Group: [] ... Task: [] ...

Employee: 001 ...

Apply

9) Click preview and select any format :

Year: 2015

Branch: [] ... Project: [] ...

Department: [] ... Job: [] ...

Group: [] ... Task: [] ...

Employee: 001 ...

Apply

Income Tax Borang EA | Income Tax Borang EA | Income Tax Borang EA

2015 **Preview**

NAME	B-1	B-1-2-3	B-1-3-2	D-1	D-2	D-3	E-2	G-1
LEE CHONG WAI	3,000.00	15,000.00	530.00	-101.20	-	-	-2,046.00	

Select Report

- PR.Tax.BorangEA-2015-BM.Report
- PR.Tax.BorangEA-2015-English.Report
- PR.Tax.BorangEA-2014-BM.Report
- PR.Tax.BorangEA-2014-English.Report
- PR.Tax.BorangEA-2013-BM.Report
- PR.Tax.BorangEA-2012-BM(NoDate).Report
- PR.Tax.BorangEA-2012-BM.Report
- PR.Tax.BorangEA-2011-BM.Report
- PR.Tax.BorangEA-2010-BM.Report

Select All OK Cancel

10) Check the EA Form

**Nilai Kereta dan petrol = RM100

Fast Report

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATANNYA

A BUTIRAN PEKERJA

1. Nama penuh Pekerja/Pesara(En/Cik/Puan) LEE CHONG WAI
 2. Jawatan 3. No. Kadatangan/No. Gaji 001
 4. No. K.P. Baru 881212014321 5. No. Pasport
 6. No. K.W.S.P
 7. Jika bekerja tidak genap setahun, nyatakan:
 (a) Tarikh mula bekerja 02/01/2019
 (b) Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDAMAMAN Tidak Termasuk Ekson/Perkuisit/ Pemberian/Manfaat Yang Dikecualikan Cukai) RM

1. Gaj Kasar, upah atau gaji cuti(termasuk gaji) lebih masa) 3,000.00
 Fi (termasuk fi pengarah), komisen atau bonus 15,000.00
 Tip kasar, perkuisit penerimaan sugu hati atau eluan-eluan lain (Perihal pembayaran) 530.00
 Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

2. Nilai Manfaat atau kemudahan berupa barangan:
 (a) Kereta (Tarikh sebenar diperuntukan) (i) Nilai Kereta dan petrol 100.00
 (Jenis Tahun) Model (ii) Nilai Pemandu
 (b) Elektrik, air, telefon dan kemudahan lain
 (c) Nilai manfaat rumahtangga : (*Potong yang tidak berkenaan)
 (i) Sepuruh lengkap dengan perabot("penyaman udara"/"langsa"/"permaidan", atau
 (ii) Lengkap dengan perkasas dapur, pinggan mangkuk, peralatan atau perkasas, atau
 (iii) Butiran berasingan: Perabot dan kelengkapan
 Perkasas Dapur
 Hiburan dan Rekreasi
 (d) Pembantu rumah dan tukang kebun
 (e) Manfaat Tambang Percutian
 (f) Lain-lain (misalnya makanan dan pakalan)

3. Nilai tempat kediaman (Alamat)
 4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan
 5. Pampasan kerana kehilangan pekerjaan

C PENCEN DAN LAIN-LAIN

1. Pencen
 2. Anuiti atau Bayaran berkala yang lain
 18,630.00

D JUMLAH

1. Potongan Cukai Berjadual (PCB) Tahun Semasa yang dibayar kepada LHDNM 101.20
 2. Arahkan Potongan CP 38
 3. Potongan Zakat yang dibayar kepada pihak berkuasa pemungut zakat

E CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN

Nama Kumpulan Wang_KWSP
 Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 2,046.00

F BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Per Tahun
 Jumlah Bersefahaman
 Jumlah Bayaran (RM)
 Caruman KWSP (RM)
 Dibayar Cukai Bersefahaman (RM)